



PROGRAMME HANDBOOK CIVIL ENGINEERING DEPARTMENT

DIPLOMA
ARCHITECTURE
(DASB)

POLITEKNIK MERLIMAU
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Sixth Edition

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PREFACE

Bismillahirrahmanirrahim

Assalamualaikum w.b.t and Salam Sejahtera.



Dear Students,

First and foremost, I would like to welcome you to our beloved Politeknik Merlimau (PMM). As you can see, the atmosphere and the ambience here are very conducive for teaching and learning.

As we are aware, the industry requires graduates who are knowledgeable and have impeccable track records and self-discipline. We in PMM have taken measures to ensure all these requirements are met.

Furthermore, in order to add value to our graduates, we greatly emphasize our students to be involved in co-curricular activities, especially the uniformed bodies.

I believe that with the quality courses offered by the Civil, Electrical and Mechanical Engineering Departments as well as Commerce and Tourism and Hospitality, we would be able to produce high quality of towering personality graduates who would contribute to the development of our nation.

I am looking forward to meeting you and I hope that you would take advantage of all the facilities provided in order for you to attain the best knowledge and become the contributing citizen for our beloved Malaysia.

Thank you.

Sincerely,

Mohd Hatta bin Zainal

Director

Politeknik Merlimau

PREFACE

Assalamualaikum w.b.t and Salam 1 Malaysia.

Praise to Allah SWT for this great opportunity that had been given to me to have a word in this program handbook. Civil Engineering Department consists of three main courses name Civil Engineering, Geomatic, and Architecture.



Furthermore, Civil Engineering's Unit offers Diploma in Civil Engineering which takes 6 semesters to be completed. The Head of Civil Engineering program is Mr Mohd Khaironizam bin Yunos. There are 27 dedicated lecturers of Civil Engineering program whose struggles to prepare the students to excel in civil engineering knowledge. The facilities offered in this program are Civil Engineering lab (consists of Concrete, Structure, Highway, Geotechnic and Hydraulic lab), Engineering Workshop (Wood, Pipe and Brick), Draughting and CAD room. This program opens to all SPM holders whose meet the requirement needed.

Geomatic's Unit offers Diploma in Land Survey. The Head of Geomatic Program is Sr. Yee Wui Chee. The programme was run by the help of 8 dedicated lecturers. The courses of Geomatic take 6 semesters to be completed. This program will enable students to gain knowledge in the new technology of Land Survey. The facilities which offered in this unit are Surveying Lab, Computer lab for the ease of GIS, Remote Sensing and Cartography subject. This program was offered to all SPM holders whose meet the entire requirement needed.

In addition, Architecture's Unit offers Diploma in Architecture which to be completed within 3 years (6 semesters). The Head of Architecture Program is Mdm. Nor Azilla Wati binti Zamri. The course was run by 9 dedicated lecturers. The students were prepared with the latest technology and knowledge in architecture. The facilities offered in this program are Architecture studios, printing, crit and architecture working room. This program opens to all SPM holders whose meet the requirement needed.

Lastly, with the existence of this Programme Handbook will help to give an overview to the students about the courses offered by Civil Engineering Department, Polytechnic of Merlimau.

All the best and welcome to the Civil Engineering Department. Thank You.
Sincerely,

Sr. Mohamad Kelana Bin Juwit

The Head of Civil Engineering Department
Polytechnic of Merlimau

INTRODUCTION



Politeknik Merlimau (PMM) is the 14th polytechnic of the Department of Polytechnic Education Ministry of Higher Education. PMM is located in the District of Merlimau, 26 kilometers south of the state capital city, Melaka Historical City.

Established in 2002, PMM started in Politeknik Melaka (back then was Politeknik Kota Melaka). Moving to its own Merlimau campus in the end of 2002, Politeknik Merlimau since then has risen to the forefront of achievements in various fields, emerging as the catalyst polytechnic in academic, innovation as well as social responsibilities activities.

The PMM campus is spread across the area of 100 acres which houses seven academic departments, two non-academic departments and twelve supporting service units. Those academic departments consist of five main departments and two ancillary departments. The main departments are the Department of Civil Engineering, Department of Electrical Engineering, Department of Mechanical Engineering, Department of Commerce and Department of Hospitality and Tourism. The ancillary departments, on the other hand, are the Department of Mathematics, Science & Computer and Department of General Studies.

PMM believes that learning environments play a critical role in the development of strong learning communities which is one of the key aims of curriculum evolution at PMM. These communities are supported by place, technology and cohort-targeted of diploma graduate students. Thus, PMM provides a wide range of facilities and spaces that can be utilized by both the staff and students of PMM such as the CIDOS e-learning tools which serves as the Learning Management System. It is developed for the purpose of teaching and learning processes continuous improvement.

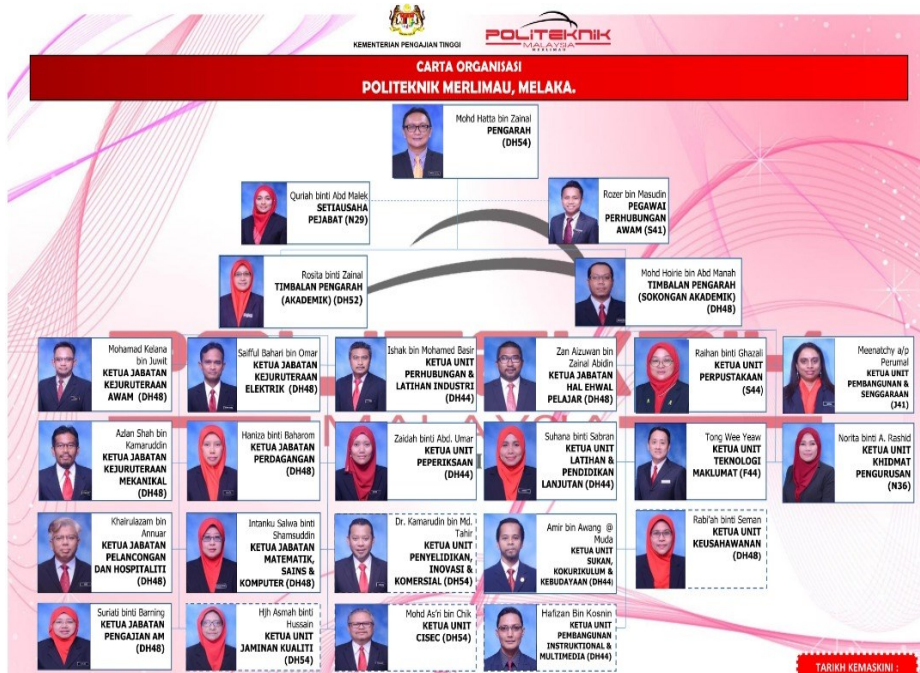
PMM provides a broad-based curriculum underscored by multi-disciplinary courses with the enrichment of the ancillary department's courses which are aligned with the transformative pillars of the Department of Polytechnic Education, Ministry of Higher Education. The classroom lessons and activities are based on sound principles of pedagogy and practice where lectures are given in English. These promote to nurture well-rounded graduates characterized by innovative thinking and relevant skills to thrive in a knowledge economy.

All in all, PMM provides students an ideal, supportive and innovative environment in which students can find their future direction, while making full use of their valuable time. This is further enhanced with practicality, entrepreneurship, and the pursuit of academic and management excellence. It is hoped that the well-rounded graduates enveloped with outstanding leadership qualities will enable them to make valuable contributions to tomorrow's society .

VISION & MISSION



MANAGEMENT ORGANISATION



OUTCOME BASED EDUCATION

Ministry of Higher Education, Malaysian Qualification Agency (MQA) and related professional bodies require all programs offered by Institution of Higher Learnings to adopt the Outcome Based Education (OBE) approach in their teaching and learning activities. This is in line with the paradigm shift mooted by the Ministry of Higher Education to enhance the quality of education in Malaysia.

Outcome-based education (OBE) is an educational approach that focuses on what students are able to do upon completion of a course. All curriculum and teaching decisions are made based on how best to facilitate the desired outcome. The term outcomes in this matter would be a set of values or 'wish list' on what students should acquire upon their educational program completion. Outcome-based education is designed so that "all students are equipped with the knowledge, skills and qualities needed to be successful after they exit the educational system" (Spady, 1994, p. 9).

In brief, OBE answers the following questions:

- What must the student learn?
- What do the teachers or lecturers want the student to learn?
- How does what student learn affect the overall educational outcome?
- How do the teachers or lecturers make sure that the students learn what they are intended to learn?

Thus, OBE outlines the guidance for planning, delivering and evaluating teaching and learning activities to achieve the results expressed in terms of individual student learning outcomes as shown in Figure 5.1 below.

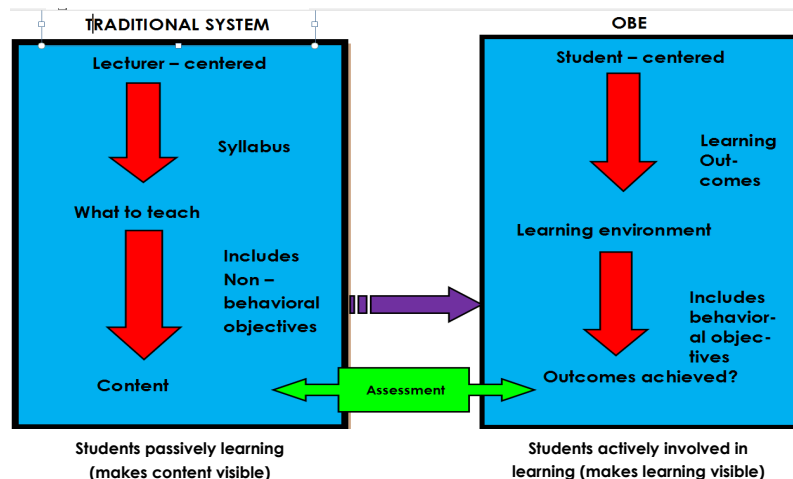
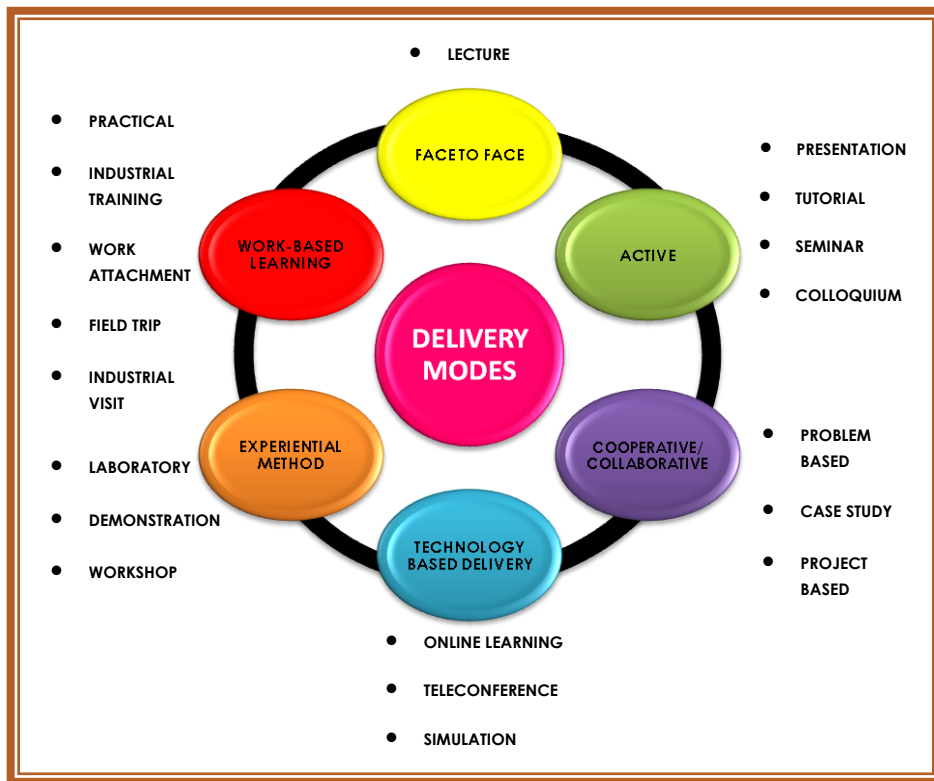


Figure 5.1: A Paradigm Shift for Educational System

OUTCOME BASED EDUCATION

DELIVERY MODES

The diversity of teaching and learning methodologies can be adapted by lecturers as to cater to the heterogeneous or different students' potentials. This is important to ensure that different students are at the maximum level while the less potential ones are not left behind. Figure 5.2 shows that there are many modes of delivery that can be employed to suit various teaching and learning purposes.



OBE EDUCATIONAL FRAMEWORK

Programme Educational Objectives (PEO):

The broad statements that describe the career and professional accomplishments which the program is preparing graduates to achieve.

Programme Learning Outcomes (PLO):

The statements that describe what students are expected to know and able to perform or attain in terms of skills, knowledge and behaviour or attitude by the time of graduation.

Course Learning Outcomes (CLO):

The statements that describe the specification of what a student should learn upon completing a course .

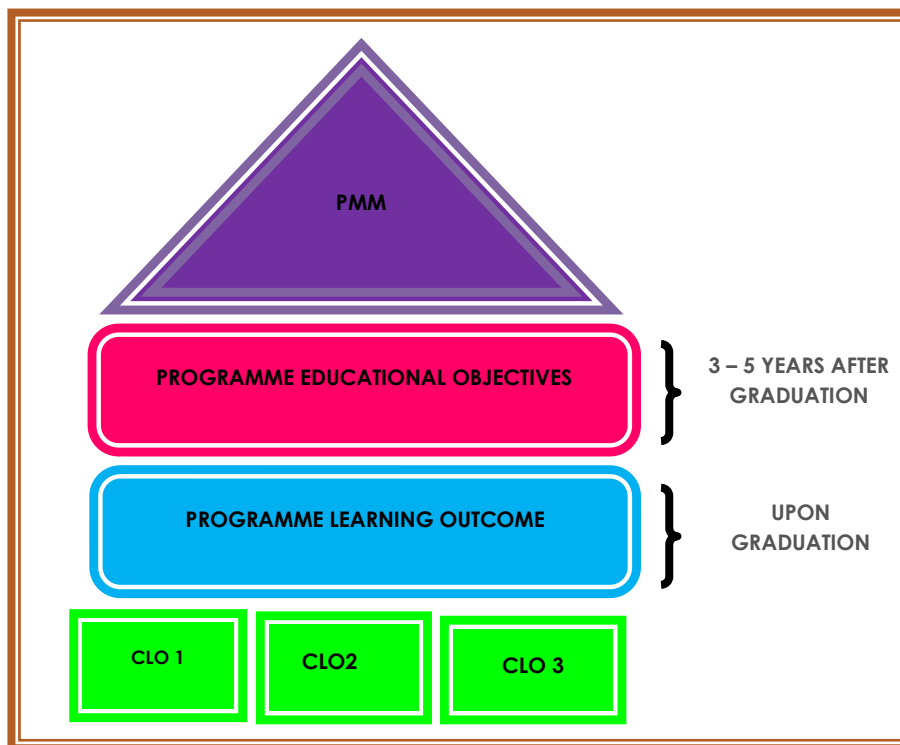


Figure 5.3 : OBE Educational Framework

OUTCOME BASED EDUCATION

FORMATION OF LEARNING OUTCOMES

The achievement of students is measured by learning outcomes. These learning outcomes should specify the competencies acquired by students upon completion of their studies. The Learning outcome consist of 8 domains that have been clustered into 5 clusters. The diagram Malaysian Qualifications Framework 2nd Edition: Level Descriptors below shows the cluster ;

MQF LEVEL	Summary of Learners Profile	CLUSTER 1: Knowledge and Understanding	CLUSTER 2: Cognitive skills	CLUSTER 3: FUNCTIONAL WORK SKILLS				CLUSTER 4: Personal and entrepreneurial skills	CLUSTER 5: Ethics and Professionalism
				Practical skills	Interpersonal and Communication Skills	Digital and Numeracy Skills	Leadership, Autonomy and Responsibility		
Level 4 DIPLOMA	Learners will have a broad knowledge of the general theories, principles and demonstrate skills in a focused area of study/ discipline enabling them to undertake specialized work leading to a career path in technical, professional or management fields. Learners express interest in pursuing further education. Learners will have a commitment for appropriate ethical behavior and express an appreciation of national aspirations within global perspectives	Demonstrate systematic comprehension (understanding) of a broad range of complex technical and theoretical knowledge and skills to undertake varied, complex, routine and non-routine tasks/ discipline.	Identify, interpret, apply and evaluate general concepts, theory and/or operational principles within a well-defined context of a subject/discipline and/or work with minimal supervision Solve problems of a common and well-defined kind as well as those others of a non-routine nature	Apply a limited range of practical skills, essential tools, methods and procedures to perform required tasks/work. Reflect and make adjustments to Practices and processes, as necessary, related to routine or non-routine tasks.	Communicate clearly, both orally and in writing, ideas, information, problems and solutions, to others including peers, experts and non-experts. Interact effectively, individually or as member of a team with supervisors, Peers and subordinates. Demonstrate a high level of proficiency in at least one other language besides the national language.	Use a range of digital applications to support study /work as well as to seek and process data related to work or study. Demonstrate skills to use and interpret routine and complex numerical and graphical/visual data.	Perform work with significant degree of personal responsibility and autonomy under broad guidance and direction on well-defined and non-routine study /work activities performed in a variety of contexts. Lead and manage diverse teams to manage issues at work.	Identify self-improvement initiatives and possibilities for further education. Develop realistic Career and professional goals. Explore and engage in activities relating entrepreneurship. Show interest in and participate at professional and civic activities leading to local and region wide communities building.	Demonstrate ability to understand and comply with organizational and professional ethics in work environment. Demonstrate ability to apply sustainable practices in the context of local and global work and social environment.

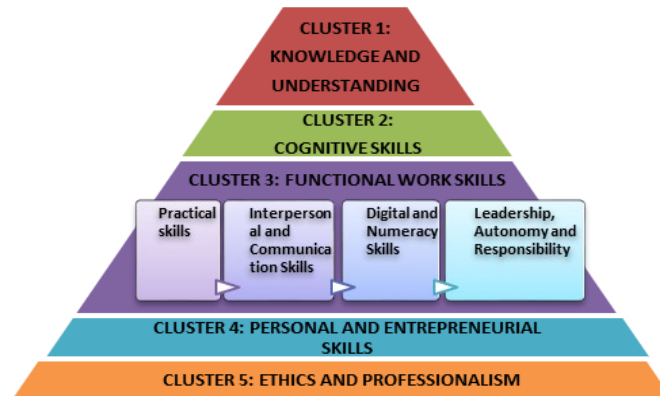


Figure 5.4 :Competency Domain to be applied in MQA Outcomes

(Learning Outcomes, LO)

THREE MAIN STAGES IN TEACHING AND LEARNING PROCESS

In general, OBE concept divides teaching and learning activities into three parts, namely:

- i. Planning,
- ii. Implementation and
- iii. Assessment

At the planning stage, learning outcomes should be determined in advance by taking into account what students can do after attending a teaching process.

At the implementation stage, the teaching and learning activities should be designed to achieve the specified learning outcomes.

Finally, the assessment is to be determined where it measures how far students have achieved the specified learning outcomes and assessment provides input to continuously improve the teaching and learning process.

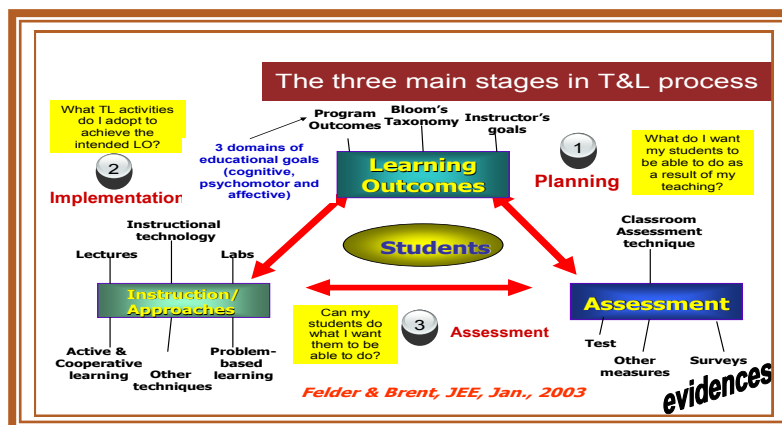


Figure 5.5 : Three Main Stage in Learning and Teaching Process

Towards the future of OBE:

1. Courses will help students to want, passionately, to do things, rather than just 'be able to' do things.
2. Assessment will assess whether students actually and spontaneously achieve the outcomes, rather than just 'being able to'
3. Outcomes will include values and principles and purposes as well as abilities.

In conclusion, the call for accountability is inevitably one of the reasons that lead to the introduction of OBE in Politeknik Merlimau. All parties need to make necessary changes, modifications, and improvements in the light of the changes aimed. The roles of curriculum, lecturers or instructors and assessment must gear the students towards the intended outcomes.

UNIT OF E-LEARNING

Introduction

CeLT (Center for e-Learning & Teaching) is a special name for Digital Learning Unit under the Instructional and Digital Learning Division, Polytechnic Education Department, Ministry of Higher Education Malaysia. CeLT is created to help empower the special National e-Learning agenda for all Malaysian Polytechnic.

VISION

Transforming Politeknik Merlimau towards global competitiveness through e-learning.

MISSION

Build a competitive, creative and sustainable e-learning framework.

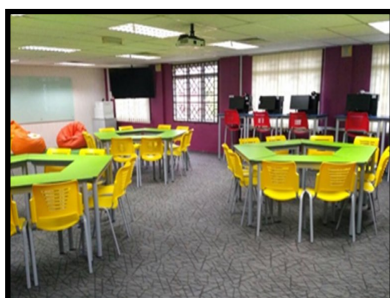
OBJECTIVE

1. Encourage quality, fair and equitable education opportunities through e-learning (open, neutral and active)
2. Provide appropriate infrastructure and e-learning friendly
3. Creating a variety of creativity to strengthen the 21st century learning and teaching process
4. Improve staff and student skills through e-learning in the 21st century

The roles and responsibility of the e-Learning Unit are to :

1. Coordinate, support and monitor the implementation of e-Learning through the CIDOS platform.
2. Develop and improve CIDOS functionality to meet the effective R & D requirements and suit the rapid development of ICT (including Mobile-ready).
3. Improve literacy and training and mentoring on e-Learning.
4. Plan training and mentoring and support e-Content development support for academic and student staff.
5. Designing strategies and coordinating the EDOLA competition organized by CELT's Department of Polytechnic Education such as TVET Tunes, Poli TV, EMCC, VR 360 and Augmented Reality (AR).

UNIT OF E-LEARNING



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UNIT OF E-LEARNING

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FACILITIES



Main Entrance



Foyer



Lecturer Room Ground Level



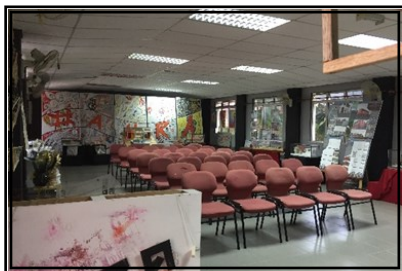
Lecturer Room First Floor



Meeting Room



Inovation Hub



Gallery



Archaive Room

FACILITIES



TECC Room



Lecturer Hall



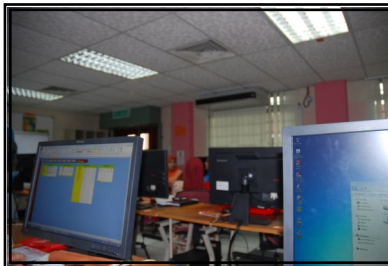
Lecturer Room



AVA Room



CADD Lab 1



CADD Lab 2



Architectural Studio



Exhibition Hall

FACILITIES



GIS, Remote Sensing & Cartography Lab



Photogrammetry Lab



Brick Work Lab



Carpentry Workshop



Structure Lab



Plumbing Workshop



Hydraulic Lab



Eng. Survey, Cadastral and Hydrographic Survey Lab

DIPLOMA IN ARCHITECTURE

Programme Overview

Introduction

The ancient Roman architect Vitruvius mentioned that a building should have Beauty (Venustas), Firmness (Firmitas) and Utility (Utilitas). Hence, Architecture is said to be a balance and coordination among these three elements, with neither overpowering the other. The practice of Architecture in Malaysia also seeks to create this balance. Malaysia's construction industry is in great need for technically Assistant Architects/ Technical Assistants who would be able to deliver the role. Diploma in Architecture programme is specifically designed to foster graduates who are not only grounded in the tradition of Beauty, Firmness and Utility, but also possess creativity, innovativeness and professional responsibility. This programme is a three-year full-time TVET-driven programme, comprising six semesters of coursework with one full-semester of Industrial Training.

Synopsis

The Diploma in Architecture is promised to produce holistic, balanced and entrepreneurial graduates through its programme's design and delivery. The programme will provide graduates with the technical knowledge and design skills to work in the construction industry or pursue further studies in a related field. The programme is focused on the technical-design discipline, and the courses are studio-based with project-oriented learning approaches. In addition to the discipline core courses, elective courses are offered for the students to explore new interest areas as well as enhance their competencies in the discipline core. To ensure that students possess the interpersonal and communication skills needed to thrive in the industry, teamwork and leadership roles, group discussions, seminars and presentations are embedded in the course delivery and assessments.

Job Prospects

The knowledge and skills that the students acquire from the Diploma in Architecture programme will enable them to participate in careers as:

- a. Architectural Technical Assistant
- b. Site Supervisor
- c. Inspector of Work
- d. BIM Coordinator
- e. Entrepreneur in Creative Industry
- f. 3D Maker and Illustrator



DIPLOMA IN ARCHITECTURE

Vision

To be the Leading-Edge TVET Institution

Mission

- a. To provide wide access to quality and recognized TVET programmes
- b. To empower communities through lifelong learning
- c. To develop holistic, entrepreneurial and balanced graduates
- d. To capitalise on smart partnership with stakeholders

Educational Goal

To produce holistic and competent TVET graduates capable of contributing to the nation development

Programme Aims

This programme believes that every individual has the potential to be creative, innovative and responsible senior architectural technical assistant in supporting the country's aspiration towards efficient systematic and sustainable construction development

Programme Educational Objectives (PEO)

Diploma in Architecture programme should produce architectural technical assistants that are able to:

- PEO1: Demonstrate understanding and solve architecture technical-related problems creatively and innovatively with competency in line with industry requirement
- PEO2: Demonstrate effective communication, interpersonal and leadership skills in an organization
- PEO3: Demonstrate ethics and professionalism through sustainable approach by making use of digital skills
- PEO4: Demonstrate positive character, entrepreneurship skills and lifelong learning skills for career advancement

DIPLOMA IN ARCHITECTURE



Programme Learning Outcomes (PLO)

Upon completion of this programme, students should be able to:

- PLO1: Apply fundamental knowledge, concept, principles and theories in architecture
- PLO2: Evaluate issues and problems systematically through critical and creative thinking within architectural context and recommend appropriate technical strategy and design solutions
- PLO3: Display technical skills in using design tools, design manners and numerical skills in delivering architectural idea and solutions
- PLO4: Demonstrate interpersonal skills and teamwork with effective communication in delivering services in related discipline
- PLO5: Display the ability to use digital technology in architectural design-based task
- PLO6: Manage with autonomy and lead with responsibility to improve organizational performance
- PLO7: Demonstrate positive personal character, lifelong learning and entrepreneurial skills in preparation of working life
- PLO8: Integrate ethical values, integrity and professionalism in performing tasks

PROGRAMME STRUCTURE

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE		
			L	P	T	O		PLO										
								Know Edge & Understanding P.LO1	Cognitive Skills P.LO2	Problem Solving P.LO3	Numeracy Skills P.LO4	Interpersonal & Communication skills P.LO5	Digital Skills P.LO6	Leadership, Autonomy & Responsibility P.LO7	Entrepreneurial Skills P.LO8		Other & Professionalism P.LO9	
SEMESTER 1																		
Compulsory Core	MPU21032	Penghayatan Etika dan Peradaban	1	0	2	0	2											
	DUE10012	Communicative English 1	1	0	2	0	2											
	MPU24XX1	Sukan	0	2	0	0	1											
	MPU24XX1	Unit Beransiform 1																
Common Core	DBM0102	Elementary Mathematics	1	0	2	0	2											
	DUW10012	Occupational, Safety & Health	2	0	0	0	2											
Discipline Core	DCA10013	Architectural Graphics Presentation	1	4	0	0	3											
	DCA10022	Architectural Drafting	1	3	0	0	2											
	DCA10032	Design Studio 1	1	2	0	0	2											
	DCA10042	Building Construction and Materials	1	2	0	0	2											
TOTAL			28				18											
SEMESTER 2																		
Compulsory Core	MPU23052	Sciens, Teknologi dan Kejuruteraan Dalam Islam*	1	0	2	0	2											
	MPU23042	Nilai Masyarakat Malaysia**																
	MPU24XX1	Kalab / Penaruhan	0	2	0	0	1											
	MPU24XX1	Unit Beransiform 2																
Discipline Core	DCA20053	Design Studio 2	1	4	0	0	3											DCA10032
	DCA20063	Working Drawing 1	1	4	0	0	3											DCA10022
	DCA20072	Basic Engineering Survey	1	3	0	0	2											
	DCA20082	CADD	1	2	0	0	2											
	DCA20092	Building Services 1	2	0	0	0	2											
	DCA20102	Building Technology	1	2	0	0	2											
TOTAL			27				17											
SEMESTER 3																		
Compulsory Core	DUE30022	Communicative English 2	1	0	2	0	2											DUE10012
Common Core	DUG30023	Green Technology Compliance	2	0	2	0	3											
Discipline Core	DCA30114	Design Studio 3	1	6	0	0	4											DCA20053
	DCA30123	Working Drawing 2	0	6	0	0	3											DCA20063
	DCA30132	3D Modelling & Animation	1	2	0	0	2											
	DCA30142	Building Services 2	2	0	0	0	2											
TOTAL			25				16											

PROGRAMME STRUCTURE

CLASSIFICATION	COURSE CODE	COURSE NAME	CONTACT HOURS				CREDIT VALUES	PROGRAMME LEARNING OUTCOME (PLO)								PREREQUISITE / CO-REQUISITE		
			L	P	T	O		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8			
								CL.S1 Knowledge & Understanding	CL.S2 Cognitive Skills	CL.S3a Practical Skills	CL.S3c Numeracy Skills	CL.S3b Interpersonal & Communication Skills	CL.S3c Digital Skills	CL.S3d Leadership, Autonomy & Responsibility	CL.S4 Personal & Entrepreneurial Skills		CL.S5 Ethics & Professionalism	
SEMESTER 4																		
Compulsory Core	MPU22012	Entrepreneurship	1	2	0	0	2	√		√								
Discipline Core	DCA40155	Design Studio 4	1	8	0	0	5		√		√		√					DCA30114
	DCA40163	Architectural Structures	3	0	0	0	3	√	√									
	DCA40172	History of Architecture	2	0	0	0	2	√					√					
	DCA40182	Environmental Science	2	0	0	0	2	√	√									
Elective A	DCA40X02	Elective 1	1	2	0	0	2						√		√			
TOTAL			22				16											
SEMESTER 5																		
Compulsory Core	DUE50032	Communicative English 3	1	0	2	0	2						√				√	DUE30022
Discipline Core	DCA50226	Design Studio 5	1	10	0	0	6		√	√	√		√					DCA40155
	DCA50233	Measured Drawing	1	3	0	0	3	√		√							√	
	DCA50242	Architecture Site Practice	2	0	0	0	2	√					√					
Elective B	DCA50X02	Elective 2	1	2	0	0	2						√	√				
TOTAL			23				16											
SEMESTER 6																		
Industrial Training	DUT60019	Industrial Training	0	0	0	0	9			√		√	√	√	√	√	√	
TOTAL			0				9											
TOTAL CREDIT VALUE							91											
ELECTIVE COURSES																		
Elective A	DCA40192	Carpentry																
	DCA40202	Digital Imaging	1	2	0	0	2						√				√	
	DCA40212	Landscape Design																
Elective B	DCA50252	Architecture Communication																
	DCA50262	Model Making	1	2	0	0	2						√	√				
	DCA50272	Multimedia Production																
FREE ELECTIVES																		
Free Electives	DUD10012	Design Thinking	1	0	0	1	2		√				√					

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DCAI10013 ARCHITECTURAL GRAPHICS PRESENTATION	3	ARCHITECTURAL GRAPHICS PRESENTATION provides knowledge for architectural presentation using suitable methods and composition. It emphasizes the medium and basic tools in architecture drawing language, typography and hand-drawn techniques.	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Display suitable techniques and graphic skills for architectural presentation manually (P3, PLO3) 2. Complete a set of written communication skill in architectural presentation drawings to specific requirements (A3, PLO4) 3. Initiate the management and organization of ideas through acquired graphics presentation skills (A3, PLO6)
	DCAI10022 ARCHITECTURAL DRAFTING	2	ARCHITECTURAL DRAFTING course provides knowledge and drafting skills to produce 2D and 3D architecture drawings manually by using appropriate materials and tools. It emphasizes competency and value of communication skills through architectural drawing composition and presentation.	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> 1. Construct architectural symbols and lettering by using appropriate techniques and drafting tools. (P3, PLO3) 2. Form drafting competency and communication skills in architectural drawing. (A3, PLO4) 3. Initiate ethics and professionalism during the practical work sessions in the architectural drafting. (A3, PLO8)

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DCA10032 DESIGN STUDIO 1	2	DESIGN STUDIO 1 introduces the use of design tools and design manner in a small-scale non-building architectural project with the understanding of design elements, principles and organizations as well as providing a foundation in two and three dimensional compositions. In addition, this course aims to equip the students with the ability to study human dimension, anthropometry, ergonomic, proportion and circulation elements in architecture through autonomous learning in the design process. This course is a core component in the Body of Knowledge (BoK) of Architectural Studies.	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Interpret fundamental architectural design knowledge with understanding of elements, principles and organization in architecture for a non-building project (C5, PLO2) 2. Construct basic design ideas by using design tools and design manner in appropriate scale and proportion for a non-building project (P4, PLO3) 3. Display digital skills in the information retrieval and management of human dimension and circulation in the design process (P3, PLO5)
	DCA10042 BUILDING CONSTRUCTION AND MATERIALS	2	BUILDING CONSTRUCTION AND MATERIALS course offers basic knowledge of fundamental building construction. The emphasis of the module is on programs that may expand a student's skills in-term of building materials, building systems and construction method.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply various building materials which comply to Malaysian Standard (MS) for a specific project. (C3, PLO1) 2. Constructs method of construction and other architectural components for building systems. (P4, PLO7) 3. Initiates personal skills of independent learning, intellectual and self development in conducting

SYNOPSIS & COURSE LEARNING

OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCA20053 DESIGN STUDIO 2	3	DESIGN STUDIO 2 course provides an understanding to the basic process of architectural design. The course consists of application and manipulation of basic design elements and principles to produce architectural design. To comply with the practice of vocabulary and design conventions, the case study and site analysis are introduced in relation to the spatial arrangement. The course emphasizes on the development of creative problem solving skills, the exploration of both abstract and formal analysis, visual literacy, craftsmanship, technical skills and	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Determine basic architectural design and technical knowledge for an internal space and a shelter (C5, PLO2) 2. Construct basic design skills by using design tools and design manner in appropriate scale and proportion with the fundamental technical requirement (P4, PLO3) 3. Complete the methods of communications to convey the design ideas by using appropriate visual and verbal presentation techniques (A3, PLO4) 4. Form managerial skills through delegation of works in conducting case study and site visit for a shelter project (A4, PLO6)
	DCA 20063 WORKING DRAWING 1	3	WORKING DRAWING 1 course offers basic skills and knowledge to produce working drawings for building construction which comply to the Uniform Building by Law (UBBL) requirements. This course is a discipline core component in the Body of Knowledge (BoK) of Architecture Studies.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply technical knowledge in building components from foundation, floor wall and roof in typical construction of single storey detach building (bungalow)(C3,PLO1) 2. Construct a set of working drawing with appropriate scale and dimension using manual technique for building construction (P4,PLO3) 3. Construct a set of working drawing with appropriate scale and dimension using manual technique for building construction (P3, PLO5)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCA20072 BASIC ENGINEERING SURVEY	2	BASIC ENGINEERING SURVEY course aims to provide students with knowledge on matters relating to survey and construction. It assists students to understand how to measure distances and angles using level, theodolite and total station. This course is a core component of the technology and environment in the body of knowledge (BoK) of architecture studies.	<p>Upon completion of this course, students should be able to:-</p> <ol style="list-style-type: none"> 1. Apply the knowledge of the principles, scopes and purposes of basic engineering survey by using level, theodolite and total station for survey computation (C3, PLO1) 2. Display the ability to perform field work by using level, theodolite and electronic total station for survey computation with appropriate procedures and measurements (P3, PLO3)
	DCA20082 CADD	2	CADD provides knowledge to produce two-dimensional (2D) and three-dimensional (3D) architectural drawings using CADD (Computer Aided Design & Drafting) software. The course equips the students with CADD commands to set up paper, draw, dimensioning, shading, plotting and produce architectural drawings.	<p>At the end of the course, students should be able to:</p> <ol style="list-style-type: none"> 1. Display the use of computer aided drafting tools in producing 2D and 3D drawings of architectural presentation with proper dimension and scale in relation to design-based task (P3, PLO3) 2. Initiate entrepreneurial mind in operating CADD software in 2D and 3D architectural presentation (A3, PLO7) 3. Relate good values and attitude in producing 2D and 3D drawings of architectural presentation within computer generated models (A4, PLO8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DCA20092 BUILDING SERVICES 1	2	BUILDING SERVICES 1 course introduces to technical services in building that emphasize on the ancillary spaces that keep the building operates such as bathroom and restroom, including their supported facilities such as water supply system, rainwater harvesting system, sanitary drainage system and wastewater disposal system. This course will equip the students with the ability to analyze issues in technical services of the building and apply the knowledge into their design course.	<p>Upon completing this course students should be able to:</p> <ol style="list-style-type: none"> 1. Apply knowledge of building's technical services such as water supply system, rainwater harvesting system, sanitary drainage system and wastewater disposal system into design-based task of residential bathroom, in compliance with the Uniform Building By-Laws (C3, PLO1) 2. Analyze the design of selected public restroom in relations to the principles of Universal Design (C4, PLO2)
	DCA20102 BUILDING TECHNOLOGY	2	BUILDING TECHNOLOGY focuses on knowledge of building construction technology used in building construction. The emphasis of the course is on programmes that may expand a student's skills of IBS (Industrialised Building System), BIM (Building Information Modelling) and the fundamental of timber and steel construction.	<p>Upon completion of this course, students should be able to:-</p> <ol style="list-style-type: none"> 1. Identify the initial idea and concept of IBS (Industrialised Building System) and BIM (Building Information Modelling) in current building construction management (C3, PLO 1) 2. Organize appropriate information retrieval and management of timber and steel construction (P4, PLO5)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCA30114 DESIGN STUDIO 3	4	DESIGN STUDIO 3 course emphasizes on the architectural knowledge to design buildings. The content of the course focuses on design process related to site analysis, form and space organization, user needs, function, architectural terminology, aesthetic and technical requirements.	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Determine design ideas through appropriate presentation techniques for a small scale building (C5, PLO2) 2. Determine design ideas through appropriate presentation techniques for a small scale building (P4, PLO3) 3. Determine design ideas through appropriate presentation techniques for a small scale building (A4, PLO7) 4. Determine design ideas through appropriate presentation techniques for a small scale building (A4, PLO8)
3	DCA30123 WORKING DRAWING 2	3	Working Drawing 2 course is to emphasize skills, professionalism and communication to construct a set of working drawings in compliance to Uniform Building By Laws (UBBL 1984). This course is a discipline core component in the Body of Knowledge (BoK) in Architecture Studies.	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Construct a set of working drawing using Computer Aided Design and Drafting (CADD) for single storey, timber building and double storey detach building for plan submission to local authority (P4, PLO3) 2. Complete a set of working drawing with complete documentation and suitable format, comply to Uniform Building By Law (UBBL, 1984) (A3, PLO4) 3. Adhere to procedure and requirement set by UBBL and authority on producing a set of working drawing (A4, PLO8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCA30142 BUILDING SERVICES 2	3	<p>BUILDING SERVICES 2 course introduces to technical services in building that emphasize on ancillary spaces such as services area including their supported facilities such as ventilation system, air-conditioning system, fire protection system, electrical supply system and building transportation system. This course will equip the students with the ability to analyze issues in technical services of the building and apply the knowledge into their design course.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Apply knowledge of building's technical services such as air-conditioning system, mechanical ventilation system, fire protection system, electrical supply system and building transportation system into design-based task of people habitat/ community building, in compliance with the Uniform Building By-Laws and Malaysian Standard (C3,PLO1) 2. Analyze the design of services area, mechanical and electrical (M&E) room for air-conditioning system, mechanical ventilation system, fire protection system, electrical supply system and building transportation system in relation to architectural design(C4, PLO 2) 3.Integrate the ability of numeracy skills in the case study report of technical services in the selected building(A4, PLO5)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DCA30132 3D MODELLING & ANIMATION	2	3D MODELLING & ANIMATION course expands the knowledge on Computer Aided Design (CAD) in architecture. The course equips the students with enhanced 3D computer aided design commands with building information to model and produce computer generated 3D visualization. Building Information Modelling elements is being introduced in this course up to LOD 200. This course is a core component of Communication in the Body of Knowledge (BoK) in Architecture Studies.	<p>Upon completion of this the course, students should be able to:</p> <ol style="list-style-type: none"> 1. Display the ability to use digital drawing tools in producing 3D building information modeling and animation in relation to design based task (P4, PLO 3) 2. Initiate entrepreneurial mind in operating 3D building information modelling and animation in relation to design based task (A3, PLO7) 3. Relate good values and attitude during producing 3D building information modelling and animation in relation to design based task(A4, PLO8)
4	DCA40133 ARCHITECTURAL STRUCTURES	3	ARCHITECTURAL STRUCTURES equips students with basic knowledge on behavior of structures for architectural design. It is also provides exposure to building structure system comprising trussed, framed, funicular and shell structural system in building design.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply fundamental knowledge of behaviour of structures and structural systems into architectural design task (C3 , PLO 1) 2. Analyse the suitability of structural systems in relation to architectural design (C4 , PLO 2) 3. Adhere to social responsibilities and professional ethics while organising community service project related to building structures in respective institutions (A4 , PLO 8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCA10155 DESIGN STUDIO 4	5	DESIGN STUDIO 4 course expands the understanding of architectural design process. In addition to the knowledge and skills attained in Design Studio 4, the course continues to emphasize on Uniform Building by Laws (UBBL), basic principles of site planning, green technology and façade treatment.	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Evaluate the design ideas for public and community building based on presentation techniques (C5, PLO2) 2. Display design idea and sustainable design development of the intermediate level of competence in architectural theory, concept and technical requirements in relations to the design project(P5, PLO3) 3. Describe self awareness skills as well as, verbal and visual communication skills on 2D and 3D presentations to fulfill architecture design considerations(A3, PLO4) 4. Initiate teamwork skills during site analysis of public and community building in response to the project's brief(A3, PLO6)
	DCA40172 HISTORY OF ARCHITECTURE	2	History of Architecture provides primary knowledge on styles and characteristics of modern architecture style generally, as well as to bring about awareness of how Malaysian Architecture evolves through dynamic cultures and values.	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Identify factors influencing style and characteristic of modern architecture during the 20th century. (C3 , PLO 1) 2. Explain Malaysian vernacular architecture through leadership skill and teamwork. (A3 , PLO 6)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCA40182 ENVIRONMENTAL SCIENCE	2	ENVIRONMENTAL SCIENCE course offers basic knowledge of factors in environmental friendly design aspects. It consists of four topics; thermal comfort, ventilation, lighting and acoustic. The course provides general idea of thermal factors, air ventilation principles, combine-usage of natural and artificial lighting and the acoustic consideration into the design process in built environment. This course is a core component of the Technology and Environment in the Body of Knowledge (BoK) in Architecture Studies. The students will be exposed to those topics for the understanding of design concern in certain type of climate and conditions.	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Apply environment design principles to building design in tropical climate (C3, PLO1) 2. Analysis data environmental performance for selected building in tropical climate (C4, PLO2)
	DCA40202 DIGITAL IMAGING	2	DIGITAL IMAGING course provides knowledge regarding the use of digital camera and computer graphic application in producing images. This course emphasizes on mode of capturing image, setting of captures image using shooting modes, techniques in composition image, and graphics applications in image production. This course aims to equip the students with the ability to organize the personal and entrepreneurial skills by production of digital imaging.	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Display the digital skills in an editing image production using computer graphics application. (P4,PLO5) 2. Justify the personal and entrepreneurial skills by production of digital imaging through the computer graphics application. (A3,PLO7)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DCA40212 LANDSCAPE DESIGN	2	LANDSCAPE DESIGN provides knowledge on both theoretical and practical aspect in basic landscape design. The course explains softscape and hard-scape character in developing the design ideas embedded with digital and enterprenurial skills.	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Organize information to produce a landscape design for a small landscape project using digital design tools. (P4 , PLO 5) 2. Propose a cost estimation of a sustainable landscape design project which include installation
5	DCA50236 DESIGN STUDIO 5	6	DESIGN STUDIO 5 require students to design and produce presentation and technical drawings of a medium span (scale) building with understanding of site planning and spatial organization in design process, sustainable design, UBBL and local authorities requirements.	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> 1. Evaluate design idea and sustainable design development of the intermediate level of competence in architectural theory, concept and technical requirements in relations to the design project (C5 , PLO 2) 2. Display the ability to produce presentation drawings for commercial & tourism building on presentation techniques (P5 , PLO 3) 3. Initiates self awareness skills as well as, verbal and visual communication skills on 2D and 3D presentations for fulfil architecture design considerations (A3 , PLO 4) 4. Initiates leadership skills and teamwork skills during site analysis of commercial and tourism building in response to the project's brief (A3 , PLO 6)

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCAS0252 ARCHITECTURE COMMUNICATION	2	<p>ARCHITECTURE COMMUNICATION provides knowledge regarding the importance of presentation in the architectural profession and the management of small organizations. The emphasis of the module is on programs that may expand a student's skills in terms of oral presentation, management and producing an ethical values on the programs carried out.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Integrate effective communication, social skills and utmost responsibilities in the architectural profession in Malaysia (A3 , PLO 4) 2. Organize information retrieval and management system in built environment using digital technology (P4 , PLO 5)
	DCAS0262 MODEL MAKING	2	<p>MODEL MAKING course provides students the understanding with basic skills to represent their design ideas through spatial form of architectural concept models in three-dimensional using appropriate materials. This course also will introduce the various of essential hand tools for different types of model making techniques that equips student's proficiency towards quality workmanship.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Initiates the respect, social communication & self awareness skills the respect, social communication & self awareness skills for 3D presentation. (A3 , PLO 4) 2. Organizes documentations by using digital tools in handling equipment with proper techniques and suitable material for model making. (P4 , PLO 5)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCAS0233 MEASURED DRAWING	3	MEASURED DRAWING course caters knowledge and information regarding methods and techniques in measuring, data recording and documenting valuable buildings. It emphasizes student's attribute in terms of organizing drawing, report and multimedia presentation based on project requirement.	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Apply appropriate information of measured drawing for a building in Architecture. (C3 , PLO 1) 2. Display methods and techniques in measuring, recording and documenting building in built environment using latest technology. (P4 , PLO 3) 3. Initiates positive character in measuring activities based on preparation of working life. (A3 , PLO 7)
	DCAS0242 ARCHITECTURE SITE PRACTICE	2	ARCHITECTURE SITE PRACTICE provides knowledge regarding site organization, roles, responsibilities and scope of works on the construction management. This course also emphasizes on site possession, site preparation and supervision. This course is a core component of the management & law in the Body of Knowledge (BoK) of Architecture Studies.	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> 1. Apply the basic knowledge of site organization, roles, responsibilities and scope of work in construction management. (C3, PLO1) 2. Justify the document and practice of leadership, autonomy and responsibility during site preparation and site supervision in site visit. (A3, PLO6)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DCA 50272 MULTIMEDIA PRODUCTION	2	MULTIMEDIA PRODUCTION course provides basic knowledge on multimedia elements. This module focuses to expand a student's skills in term of multimedia elements and video production.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Initiates the interpersonal skill and teamwork with effective communication in multimedia application. (A3 , PLO 4) 2. Display the ability to use digital technology in video presentation production by using multimedia application. (P4 , PLO 5)




HIGHER ACADEMIC

CAREER PATHWAYS FOR POLYTECHNIC STUDENTS.





Graduates of polytechnics in general are able to advance their studies through these three academic career pathways;

Institution of Higher Learning (Public/Private)

This pathway allows polytechnic students to advance their studies in other public universities, as well as other private learning institutions. Apart from this, students are also able to pursue other non-technical paths, should they desire.

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
	<ul style="list-style-type: none"> • Bachelor of Engineering (Geomatic) • Bachelor of Science (Geoinformatics) • Bachelor of Civil Engineering • Bachelor of Science in Architecture 	Universiti Teknologi Malaysia, UTM Skudai, 81310 Johor, Malaysia. Tel : (6)07 - 5530370 Fax : (6)07 - 5530388 www.utm.my
	<ul style="list-style-type: none"> • Bachelor of Science Geomatic • Bachelor of Architecture • Bachelor's Degree In Civil Engineering 	Universiti Teknologi MARA (UITM) 40450 Shah Alam, Selangor Darul Ehsan, Malaysia Tel : (6)03-55442000 www.uitm.edu.my
	<ul style="list-style-type: none"> • Bachelor of Design (Architecture) • Bacelor Kejuruteraan (Awam) 	Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel : (6)03.8946.6000 Fax : (6)03.8948.7273 www.upm.ede.my

HIGHER ACADEMIC PATHWAY

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
 <p>UNIVERSITI KEBANGSAAN MALAYSIA <small>National University of Malaysia</small></p>	<ul style="list-style-type: none"> • Bachelor of Science Architecture with Hons. • Bachelor of Civil Engineering (Environment) with Honours • Bachelor of Civil Engineering (Structural) with Honours 	<p>Universiti Kebangsaan Malaysia, 43600 UKM, Bangi Selangor, Malaysia Tel : (6)03 8921 5555 Fax : (6)03 8921 5555 www.ukm.my</p>
 <p>UNIVERSITI SAINS MALAYSIA</p>	<ul style="list-style-type: none"> • Bachelor of Science (Housing, Building & Planning)(Hons.) 	<p>Universiti Sains Malaysia, 11800 USM Pulau Pinang Malaysia Tel : (6)04-653 3888 Fax : (6)04-658 9666 www.usm.my</p>
 <p>UNIVERSITI MALAYA <small>KUALA LUMPUR</small></p>	<ul style="list-style-type: none"> • Bachelor of Science Architecture 	<p>University of Malaya, 50603 Kuala Lumpur, MALAYSIA Tel : (6) 03-7967 7022/3273 Fax : (6)03-7956 0027 www.um.edu.my</p>
 <p>الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA بوتون بونينغ الأناضول ماليزيا</p>	<ul style="list-style-type: none"> • Bachelor of Science in Architectural Studies (Hons) 	<p>International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur Tel : (6) 036196 4000 Fax: (6) 036196 4053 www.iium.edu.my</p>



DEPT. OF MATHEMATICS, SCIENCE

Introduction

The Department of Mathematics, Science & Computer which is also known as JMSK is an academic supporting department. It is responsible for the B code courses in three different fields that are Mathematics, Science and Computer. Besides, it also performs the academic supporting tasks (administration) in PMM.

This department was set up in November 2002 and is currently running with 31 lecturers, one laboratory assistant, one computer technician and one operational assistant.

JMSK is managed by the head of department ; supported by three (3) head of courses of Mathematics, Science and Computer. These head of courses are responsible in monitoring staffs under their supervisions in order to ensure the learning and teaching implementations run effectively. Besides, JMSK also managed a Pre Diploma Science programme which is supervised by a Head of Programme.

This department is equipped with computer laboratories, science laboratories, Technology Enabled Collaborative Classroom (TECC), meeting room, discussion room, prayer room and R & R corner.

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FACILITIES



TECC



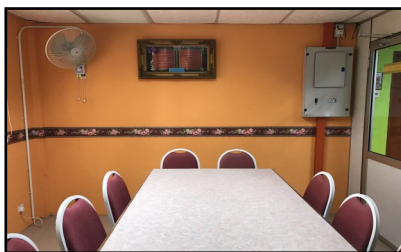
Computer Laboratory



Classroom



Science Laboratory



Discussion Room



Lecturer Meeting Room



Prayer Room



Gazebo

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	Engineering Mathematics 1 DBM 10013	3	ENGINEERING MATHEMATICS 1 exposes students to the basic algebra including resolve partial fractions. This course also covers the concept of trigonometry and the method to solve trigonometry problems by using basic identities, compound angle and double angle formulae. Students will be introduced to the theory of complex number and concept of vector and scalar. Students will explore advanced matrices involving 3x3 matrix.	Upon completion of this course, students should be able to: CLO1 : Use mathematical statement to describe relationship between various physical phenomena. (C3 , CLS 1) CLO2 : Show mathematical solutions using the appropriate techniques in mathematics. (C3 , CLS 3c) CLO3 : Use mathematical expression in describing real engineering problems precisely, concisely and logically. (A3 , CLS 3b)
1	Elementary Mathematics DBM10102	2	ELEMENTARY MATHEMATICS exposes students to basic algebra which focuses on expressions and fraction used in solving linear and quadratic equations. This course also covers the concept of measurement and geometry which focuses on calculating areas and properties of angles in a circle including angular problems. Students will be introduced to the basic concept of trigonometric and its functions in solving problems.	Upon completion of this course, students should be able to: CLO1 : Use mathematical statement to describe relationship between various physical phenomena (C3 , CLS 1) CLO2 : Show mathematical solutions using the appropriate techniques in mathematics. (C3 , CLS 3c) CLO3 : Demonstrate awareness to social needs and active learning through geometrical approaches (A3 , CLS 3b)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	Engineering Science DBS10012	2	ENGINEERING SCIENCE course introduces the physical concepts required in engineering disciplines. Students will learn the knowledge of fundamental physics in order to identify and solve engineering physics problems. Students will be able to perform experiments and activities to mastery physics concepts.	Upon completion of this course, students should be able to: CLO1 : Use basic physics concept to solve engineering physics problems (C3, CLS 1) CLO2 : Apply knowledge of fundamental physics in activities to mastery physics concept. (C3, CLS 1) CLO3 : Perform appropriate activities related to physics concept (P3, CLS 3a)
2	Engineering Mathematics 2 DBM20023	3	ENGINEERING MATHEMATICS 2 exposes students to the basic laws of indices and logarithms. This course introduces the basic rules of differentiation concepts to solve problems that relates maximum, minimum and calculate the rates of changes. This course discusses integration concepts in order to strengthen student's knowledge for solving area and volume bounded region problems. In addition, students will learn application of both techniques of differentiation and integration.	Upon completion of this course, students should be able to: CLO1 : Use algebra and calculus knowledge to describe relationship between various physical phenomena. (C3 , CLS 1) CLO2 : Solve the mathematical problems by using appropriate and relevant fundamental calculus techniques. (C3 , CLS 3c) CLO3 : Use mathematical language to express mathematical ideas and arguments precisely, concisely and logically in calculus. (A3 , CLS 3b)



DEPARTMENT OF GENERAL STUDIES

Introduction

The General Studies Department strives to produce excellent students in both cognitive and spiritual faculties. For that end, the department provides courses that complement the programmes offered by the main departments.

The English courses prepare the students with the essential knowledge and skills in communication to meet the challenges in their future workplace. Apart from that, students are also nurtured with the teachings of Islam, moral values and the knowledge of Islamic civilization.

This department comprises the Head of Department, together with two Heads of Course and also lecturers from the English Language Unit and the Islamic Education and Moral Studies Unit. The English Language Unit consists of 12 lecturers while the Islamic Education and Moral Studies unit has a total number of 12 lecturers. Furthermore, the department has two language laboratories and one technology enable classroom (TEC) that are equipped with the necessary peripherals to enhance the languages learning and teaching sessions.

Lastly, it is with high expectation that this Programme Handbook will enlighten the students regarding the courses offered by the Department of General Studies, Politeknik Merlimau.

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SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	Penghayatan Etika dan Peradaban MPU21032	2	PENGHAYATAN ETIKA DAN PERADABAN ini menjelaskan tentang konsep etika daripada perspektif peradaban yang berbeza. Ia bertujuan bagi mengenal pasti sistem, tahap perkembangan, kemajuan dan kebudayaan merentas bangsa dalam mengukuhkan kesepaduan sosial. Selain itu, perbincangan dan perbahasan berkaitan isu-isu kontemporari dalam aspek ekonomi, politik, sosial, budaya dan alam sekitar daripada perspektif etika dan peradaban dapat melahirkan pelajar yang bermoral dan profesional. Penerapan amalan pendidikan berimpak tinggi (HIEPs) yang bersesuaian digunakan dalam penyampaian kursus ini.	<p>CLO1 : membentangkan konsep etika dan peradaban dalam kepelbagaian tamadun. (A2 , CLS 5)</p> <p>CLO2 : menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia. (A2 , CLS 5)</p> <p>CLO3 : mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban. (A3 , CLS 4)</p>
	Communicative English 1 DUE10012	2	COMMUNICATIVE ENGLISH 1 focuses on developing students' speaking skills to enable them to communicate effectively and confidently in group discussions and in a variety of social interactions. It is designed to provide students with appropriate reading skills to comprehend a variety of texts. The students are equipped with effective presentation skills as a preparation for academic and work purposes.	<p>CLO1 : Participate in a discussion using effective communication and social skills to reach an amicable conclusion by accommodating differing views and opinions (A3 , CLS 3b)</p> <p>CLO2 : Demonstrate awareness of values and opinions embedded in texts on current issues (A3 , CLS 3b)</p> <p>CLO3 : Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills (A2 , CLS 4)</p>

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	Sains, Teknologi dan Kejuruteraan dalam Islam* MPU23052	2	SAINS, TEKNOLOGI DAN KEJURUTERAAN DALAM ISLAM memberi pengetahuan tentang konsep Islam sebagai al-Din dan seterusnya membincangkan konsep sains, teknologi dan kejuruteraan dalam Islam serta impaknya, pencapaiannya dalam tamadun Islam, prinsip serta peranan syariah dan etika Islam, peranan kaedah fiqh serta aplikasinya	<p>CLO1 : Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian (A2 , CLS 4)</p> <p>CLO2 : Menerangkan etika dan profesionalisme berkaitan sains teknologi dan kejuruteraan dalam Islam (A3 , CLS 5)</p> <p>CLO3 : Menghubungkan minda ingin tahu dengan prinsip syariah, etika dan kaedah fiqh dalam bidang sains, teknologi dan kejuruteraan menurut perspektif Islam (A4 , CLS 4)</p>
	Nilai Masyarakat Malaysia** MPU23042	2	NILAI MASYARAKAT MALAYSIA membincangkan aspek sejarah pembentukan masyarakat, nilai-nilai agama, adat resam dan budaya masyarakat di Malaysia. Selain itu, pelajar dapat mempelajari tanggungjawab sebagai individu dan nilai perpaduan dalam kehidupan di samping cabaran- cabaran dalam membentuk masyarakat Malaysia	<p>CLO1 : Membincangkan sejarah dan nilai dalam pembentukan masyarakat di Malaysia (A2 , CLS 4)</p> <p>CLO2 : Menerangkan etika dan profesionalisme terhadap konsep perpaduan bagi meningkatkan semangat patriotisme masyarakat Malaysia (A3 , CLS 5)</p> <p>CLO3 : Menghubungkan minda ingin tahu dengan cabarancabaran dalam membentuk masyarakat Malaysia (A4 , CLS 4)</p>

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	Communicative English 2 DUE30022	2	COMMUNICATIVE ENGLISH 2 emphasises the skills required at the workplace to describe products or services as well as processes or procedures. This course will also enable students to make and reply to enquiries and complaints.	<p>CLO1 : Describe a product or service effectively by highlighting its features and characteristics that appeal to a specific audience (A3 , CLS 3b)</p> <p>CLO2 : Describe processes, procedures and instructions clearly by highlighting information of concern (A3 , CLS 4)</p> <p>CLO3 : Demonstrate effective communication and social skills in handling enquiries and complaints amicably and professionally (A3 , CLS 3b)</p>
4	Communicative English 3 DUE50032	2	COMMUNICATIVE ENGLISH 3 aims to develop the necessary skills in students to analyse and interpret graphs and charts from data collected as well as to apply the job hunting mechanics effectively in their related fields. Students will learn to gather data and present them through the use of graphs and charts. Students will also learn basics of job hunting mechanics which include using various job search strategies, making enquiries, and preparing relevant resumes and cover letters. The students will develop communication skills to introduce themselves, highlight their strengths and abilities, present ideas, express opinions and respond appropriately during job interviews.	<p>CLO1 : Present gathered data in graphs and charts effectively using appropriate language forms and functions (A2 , CLS 3b)</p> <p>CLO2 : Prepare a high impact resume and a cover letter, highlighting competencies and strengths that meet employer's expectations (A4 , CLS 4)</p> <p>CLO3 : Demonstrate effective communication and social skills in handling job interviews confidently (A3 , CLS 3b)</p>

SYNOPSIS & COURSE LEARNING OUT-

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	MPU22042 Bahasa Keangsaan A	2	BAHASA KEBANGSAAN A menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek pelajar, serta meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi.	CLO1 : Menunjukkan cara berinteraksi yang baik dalam pelbagai situasi (A3 , CLS 3b) CLO2 : Menulis pelbagai jenis bentuk penulisan dengan jelas dan bersistemik (A2 , CLS 3b) CLO3 : Menunjukkan kaedah bertutur dalam komunikasi lisan dengan sebutan dan intonasi yang betul (A3 , CLS 4)

UNIT OF SPORTS, CO CURRICULUM &

Introduction

Unit of Sports, Co-curriculum and Cultural (USKK) Politeknik Merlimau is responsible for the planning, management and implementation of all activities regarding sports, co curriculum and cultural events in PMM. This unit comprises of three sub-unit, the sports, co-curriculum and also cultural. The activities are designed for every semester based on given schedule and academic calendar.

The sports sub unit is responsible for planning the implementation of sports activities for PMM students. In PMM the sports sub-unit is directly involved with the Polytechnic Sports Council (MSP) in conducting sports competitions among polytechnics students in other polytechnics in Malaysia.

For the learning and teaching activities, the Co-curriculum sub-unit plays an important role in coordinating, supervising, and monitoring the co-curriculum courses. The co-curriculum sub-unit offers 3 types of courses, the DRB1000, DRS2001 and DRK3002 that is compulsory for every student to enrol.

The cultural and heritage sub-unit is responsible for the management and organization of the implementation of arts and cultural programmes in PMM. This sub-unit also helps students and polytechnics in particular in the handling of protocol and etiquette such as convocation ceremony.

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UNIT OF SPORTS, CO CURRICULUM & CULTURAL



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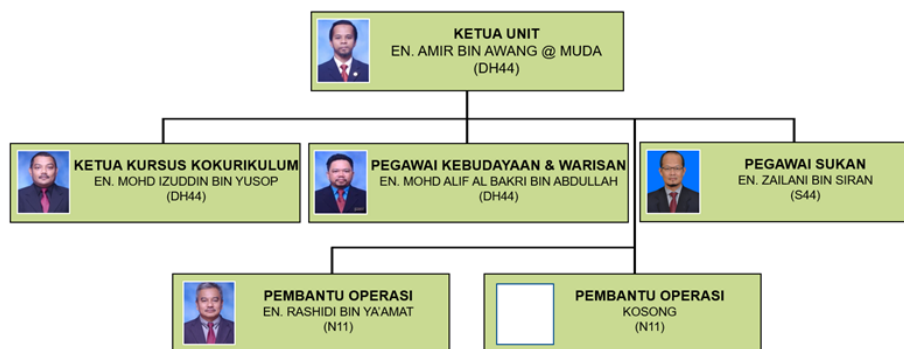


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CARTA ORGANISASI UNIT SUKAN, KOKURIKULUM DAN KEBUDAYAAN POLITEKNIK MERLIMAU MELAKA 2020



FACILITIES



Basketball Court



Takraw Court



Tennis Court



Futsal Court



Rugby Field



Football Field



Petanque Field



Volleyball Court

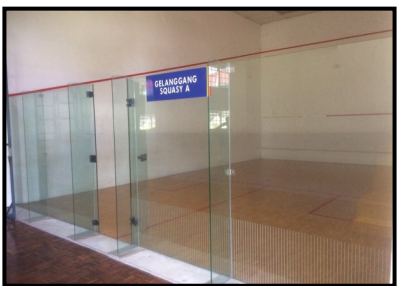
FACILITIES



Music Studio



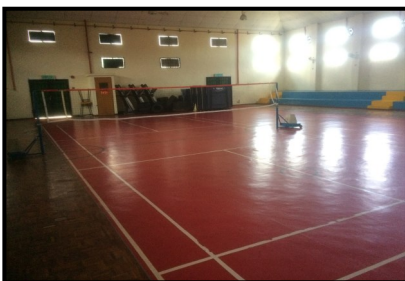
Music set



Squash Court



Table Tennis



Multi Purpose Court (Indoor)



Golf Green



Sport Centre



Multipurpose Court

Introduction

Department of Student Affair is entrusted for the students' activities and governance under two main sub-officers pertaining to Recruitment & Data and Welfare & Discipline. Thus, this department deals with managing students' registration, updating students' records, managing financial support for students, and also monitoring students' discipline and welfare.

Activities of the Department :-

Recruitment & Data

- Managing students' registration
- Managing students' card (smartcard)
- Managing the record and statistic of student
- Managing recruitment - please log to www.politeknik.edu.my

Welfare & Discipline :-

- Managing students' welfare
- Managing financial aid and support such as students' study loans
- Managing vehicle pass for students
- Monitoring students discipline
- Managing Student representative committee

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UNIT OF EXAMINATION

Introduction

Examination Unit is responsible to coordinate and to handle activities regarding final examination and certification. The unit is fully supported by all departments to fulfil the responsibilities given. Examination Officer is responsible to monitor the whole examination process of polytechnic while Examination Coordinator is to manage things regarding examination for their respective departments. Other than that, Examination Unit also cooperate in organising workshops related to examination such as Assessments and Vetting Workshop which is organised every semester in order to produce high quality examination questions to be applied in the Final Examination of Politeknik KPT.

The unit is led by the Head of Unit who is responsible to coordinate and facilitate the management of the process of assessment and examination. The Head of Unit is supported by two Examination Officers whom one is in charge of the Records, Data and Certifications and the other is in charge in Management, Assessment and Bank Rate question :-

Activities carried out by the Examination Unit

- Preparing examination papers
- Conducting the final examination
- Processing the results of assessments
- Certification and Student Excellence Award
- Enforcement of assessment rules
- Administrating the Examination Unit

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UNIT OF TRAINING & CONTINUING

Introduction

The Unit of Training and Continuing Education (ULPL) is a unit under the office of Deputy Director of Academic Support, Politeknik Merlimau. The unit is responsible for the re-skilling and up-skilling of human capital of Politeknik Merlimau and also for private sector or other government departments / agencies.

The main activities of this unit are to:

1. manage training or courses for staffs.
2. manage part-time programme (*Kursus Secara Sambilan — KSS*) as to provide opportunities for those who want to pursue their diploma whilst working.
3. implement live long training program. The program offers opportunities for private sector or other government departments / agencies to develop their human capital through training and education resources in polytechnic with affordable rates.
4. manage and coordinate the use of polytechnic training facilities for private sector or other government departments / agencies.

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UNIT OF LIBRARY

Introduction

The Library Unit has been established since 2002. The objectives are to:

1. Become the centre of excellence for information and referral centre
2. Support PMM in producing semi-professional, knowledgeable workforce
3. Develop, document and maintain the information sources for the requirements of teaching and learning by:
 - a. using the world standard cataloguing classification (Library of Congress Classification Outlines)
 - b. using the new technology of cataloguing system (WEBOPAC) and electronic resources
 - c. digitizing the documents related to learning such as examination paper, bulletin etc.
4. Provide and manage information services and conducive library facilities such as:
 - a. Open shelf Collection
 - b. Reference Collection
 - c. Serial Collections
 - d. Examination paper Collection

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Rominah Binti Ghani Assistant librarian	Ext :1122 Email : rominah@pmm.edu.my



UNIT OF PSYCHOLOGY MANAGE-

Introduction

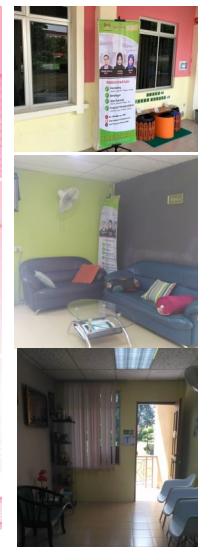
Psychology Management Unit Politeknik Merlimau, Melaka is an academic support unit which works in the development and soft skills for both students and staff.

Currently, Management Psychology comprises 3 Psychology Officer and is one unit under the supervision of Head of the Student Affairs Department and the Deputy Director (Academic Support).

The goal of this unit is to help the student progress toward academic excellence, social, personal, spiritual and career; planning, implementation, evaluation and control of Psychology and Counseling Services Program effectively at the Polytechnic.

What Is Counseling? Counseling is a face to face relationship between normal individuals to understand themselves and the situation, using potential by utilizing the self, family, religion, society and religion also learn how to deal with problems in meeting their needs today and tomorrow.

Counseling Ethics Code is to respect client privacy and confidentiality of information.



UNIT OF RESEARCH AND INNOVA-

Introduction

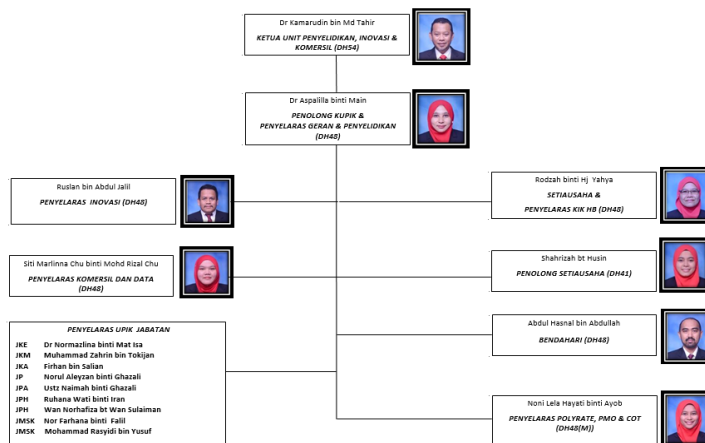
Research Unit, Innovation and Commercial (UPIK) created by the system of Polytechnic Education Department, Ministry of Higher Education to inculcate the culture of research at the polytechnic. UPIK plan an important role as a centre of coordination of research, innovation and commercial lecturers and staff. UPIK also serves as a central collection and scientific writing reference material, material innovations and research institutions, zones, national and international.

The objectives of the unit are to ;

1. become the centre of research, innovation and commercialization activities.
2. coordinate and collaborate with industries and agencies the affairs pertaining to Research & Development (R&D), commercialization and innovation.
3. become the centre of information and data management related to the students' as well as lecturers' products/projects, innovations and commercialisation at polytechnic level.
4. plan, manage and monitor the implementation and data gathering with regard to R&D, educational research and publication.



CARTA ORGANISASI UNIT PENYELIDIKAN, INOVASI & KOMERSIL POLITEKNIK MERLIMAU, MELAKA.



UNIT OF INDUSTRIAL LIAISON &

Introduction

Industry Training is a major component of the learning curriculum at polytechnic. Students at diploma level must go through 20 weeks of internship training prior to graduation. The course covers a total of 10 credit hours inclusive of hands work, presentation, oral feedback session and report writing. During the training, students will have the opportunity to gain knowledge and experience on multiple discipline which include engineering, management, account and safety procedure.

Industrial training provides an avenue for students to practice and apply both their knowledge and skills in real working environments. Thus the internship, student should be able to achieve the following objective;

- Perform hands-n task, usage of tools and equipment, adapt a variety of technologies, apply the knowledge gained to perform task, show development in knowledge and skills and think creatively and critically.
- Ability to acquire and understand information, carry out instruction, analyze linear and non-linear information , shows appropriate non-verbal communication, communicate with employees at all levels and have basic negotiation skills.
- Show positive personality traits, participate actively as a members of the team, carry out task in appropriate situation and build and maintain good relationship.
- Comply with the policies and rules of the organization, job procedures and safety and health regulations.
- Report handed-in on time and verified by the supervisor, work independent with minimum supervision, attendance, punctuality and solve problem by taking right action.
- Present ideas and views and task reporting.



UNIT OF QUALITY ASSURANCE (UJK)

Introduction

Quality Assurance Unit is responsible for planning, implementing and monitoring the effectiveness of the programs related to the quality management system, in addition to being a coordinator (the coordinator) to officials in the department and the quality of the unit. This unit is under the responsibility of the Quality Manager and Deputy Director (Academic).

To further enhance the quality management system in PMM, it's run by two (2) weight of the Working Committee on Quality (JKKQ) chaired by the Quality Manager and comprises all Heads of Department and Head of Unit, while the Secretariat Quality (UQ), chaired by the Chief Executive Officer quality acting as the coordinator of the quality Officer and Administration Department. Both the operator is responsible for applying the values of quality to all citizens PMM through activities that have been planned.

The objective of this unit is to coordinate and implement a quality management system to strengthen the role of citizens PMM is more committed to the continuation of organizational excellence. The main task of the unit is to plan, implement and monitor the effectiveness of programs related to quality management for the excellent work culture and implement continuous improvement practices towards realizing the vision, mission and quality policy PMM. In addition, it is also responsible for coordinating the implementation of quality systems in PMM.



UNIT OF CISEC

Introduction

Establishment of the Corporate Industrial Services & Employability Center (CISEC) in polytechnics as an initiative towards stronger polytechnic and industrial relations. CISEC will be the one-stop center in meeting the needs of the industry interested in working with Polytechnic especially for commercialization projects and the management of facilities or consultancy services. Through CISEC, the process of matching workforce needs in the industry with the job search of polytechnic graduates is expected to be implemented more efficiently and systematically.

The CISEC was set up in July 2010 to support one of the Polytechnic Transformation agenda that enhances the marketability of polytechnic graduates. Therefore, CISEC will be the intermediary of polytechnics and industry in coordinating career development and graduate marketing programs through joint ownership and accountability, governance, student industrial training or training needs.

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Azuan Binti Alias CISEC Officer	Ext : 1163 Email: azuan@pmm.edu.my



UNIT OF KAMSIS

Introduction

Unit Kamsis role is to manage the placement of students. This unit is placed under the Student Affair Department. It is headed by a Assistant Manager Hostels, Senior Supervisor, four Hostel Supervisor and thirteen Warden (total of warden should be twenty eight).

Merlimau Polytechnic Hostel has six blocks of four-storey building that can accommodate a total of 1404 student with each building about 234 students. The capacity of each blocks for male and female student may change following application for each sessions.

FACILITIES PROVIDED

Kamsis provide complete facilities such as mattresses, pillows, beds, wardrobes, tables and chairs, curtains, bookshelves and so on. Other facilities include:

- a) Study room;
- b) Common Room is equipped with television broadcasts Njoi;
- c) In-room ironing;
- d) washing machine in every level;
- e) Field and playground;
- f) The cafeteria operates from 7 am to 11 pm;
- g) Islamic Center;
- h) Internet (wifi); and
- i) Ease of filter machine hot / cold water in every block.

APPLICATION CONDITIONS KAMSIS RANKED

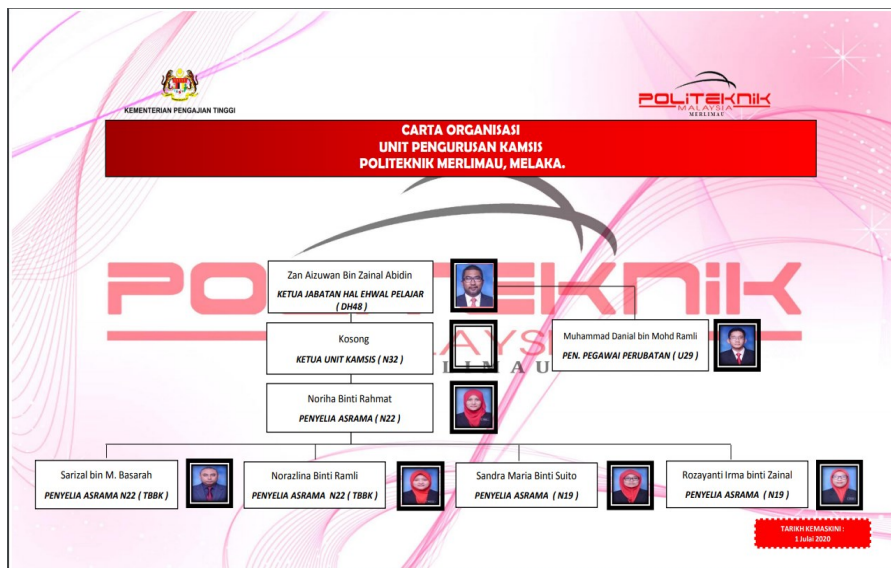
- 1) Applications can be made online via the Student Information Management System (SPMP) in PMM portal.
- 2) Completed forms that have been submitted online must also be printed and sent to the Office of Management Kamsis before the closing date, together with other supporting documents such as:
 - i. salary slip / income verification letter that was approved by the headman or officer of the Management and Professional Group;
 - ii. health report that was confirmed by a physician for students who have serious health problems; and
 - iii. Death Certificate for orphans.

UNIT OF KAMSIS

SELECTION CRITERIA FOR STUDENTS OF KAMSIS POLITEKNIK MERLIMAU

Here are the selection criteria's for the Kamsis application:

- Salary and dependents of parents / guardians;
- Orphans;
- Discipline;
- Activities participated in Kamsis / Department;
- Distance home to the Polytechnic;
- Health problems;
- Form complete and the information is correct; and
- On availability



UNIT OF ENTREPRENEURIAL

Introduction

The entrepreneurship unit supports students, alumni, small business and researchers to promote the creation of new businesses in industrial, technological, and social services.

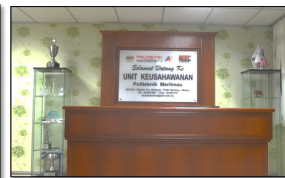
The unit aims to promote the created businesses to be innovative, technology-based, with capacity to grow and commitment to create high-quality jobs in the region. It also promotes self-employment of young graduates and educate them in starting a new business with a proper management.

The Entrepreneurship Unit of Politeknik Merlimau is located at Ground Floor of Commerce Department and open to public every working days from 8.30am to 5.30pm. The main objectives of the entrepreneurship unit are:

- Cultivate entrepreneurial attitudes and skills among students from any field of education;
- Organize entrepreneurship activities among students accordingly;
- Coordinate the creation of start-up business among students
- Provide entrepreneurship facilities for students;
- Build networking with industries and agencies for student's business matching
- Involve professionals, entrepreneurs and agencies in the transmission of the entrepreneurial experience and as sponsors of activities that take place.



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