



PROGRAMME HANDBOOK

COMMERCE DEPARTMENT

**DIPLOMA
IN
BUSINESS
STUDY
(DBPM)**

POLITEKNIK MERLIMAU
KB 1031, Pejabat Pos Merlimau
77300 Merlimau, Melaka

<http://www.pmm.edu.my>

06-2636687

06-2636678



**POLITEKNIK
MALAYSIA**

First Quality Environment (SQE)
Certified Polytechnic

POLITEKNIK MERLIMAU

2015



Sixth Edition

© 2020 by Politeknik Merlimau, Melaka.

All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without prior return permission from Politeknik Merlimau, Melaka.




TABLE OF CONTENTS

No	Content	Page
1.	Preface	1
2.	Introduction	3
3.	Vision and Mission	4
	3.1 Department of Polytechnic Education	
	3.2 Politeknik Merlimau	
4.	Management Organisation Chart	5
5.	Outcome Based Education (OBE)	6
6.	E- Learning	11
7.	Department of Commerce	
	7.1 List of Staff	14
	7.2 Facilities	18
	7.3 Programme Overview of Diploma in Business Studies	21
	7.4 Higher Academic Pathway	38
8.	Ancillary Departments	
	8.1 Department of Mathematics, Science and Computer	40
	8.2 Department of General Studies	45
	8.3 Unit of Sports, Co-Curriculum and Cultural	52
	8.4 Department of Student Affair and Development	56
	8.5 Unit of Examination	57
	8.6 Unit of Training and Continuing Education	58
	8.7 Unit of Library	59
	8.8 Unit of Psychology and Career	60
	8.9 Unit of Research and Innovation	61
	8.10 Unit of Industrial Liaison and Training	62
	8.11 Unit of Quality Assurance	63
	8.12 Unit of CISEC	64
	8.13 Unit of Kamsis	65
	8.14 Unit of Entrepreneurship	67
9	Editorial Board	68

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

Bismillahirrahmanirrahim



Assalamualaikum w.b.t, Salam 1 Malaysia, Salam Melaka Maju Negeri ku Sayang, Negeri Bandar Teknologi Hijau.

The Department of Commerce offers three (3) diploma programmes; Diploma in Accounting, Diploma in Marketing and Diploma in Business Studies. These programmes are led by excellent and fully competent lecturers whose niche and expertise are related to the respective courses taught.

We put the learning emphasis on the Outcome Based Education (OBE) approach as a guide by focusing on what students will be able to do upon completion of courses and be acquired upon the completion of their educational programme. This is in tandem with the National Education Philosophy that is to produce individuals who are intellectually, spiritually, emotionally and physically balanced and harmonic.

The department is equipped with the necessary facilities such as lecture rooms, lecture hall, accounting laboratory, entrepreneur room, conference room, advertising & photography studio and WIFI connection to support the learning process.

The publication of this Programme Handbook is in line with the requirements set by the Malaysian Qualifications Agency (MQA) in terms of the criteria and standards for national qualifications. It aims to enable the students to have a comprehensive outlook on the current prospective of Commerce Department, Politeknik Merlimau, especially on the curriculum that would shape the students into graduates worthy of the workforce. This is a proof that we are capable to fulfill the demands of quality assurance of local higher education.

Any comments and suggestions toward the continuous improvement of the programmes are greatly appreciated. The Department of Commerce gratefully acknowledges everyone involved in producing this programme handbook. By embarking on this educational journey, we put our effort and passion to produce the future youth empowerment.

All the best and welcome to the Department of Commerce. Thank You.

Sincerely,

Haniza Binti Baharom
The Head Department of Commerce
Politeknik 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



VISION
To Be the
Leading-Edge
TVET Institution



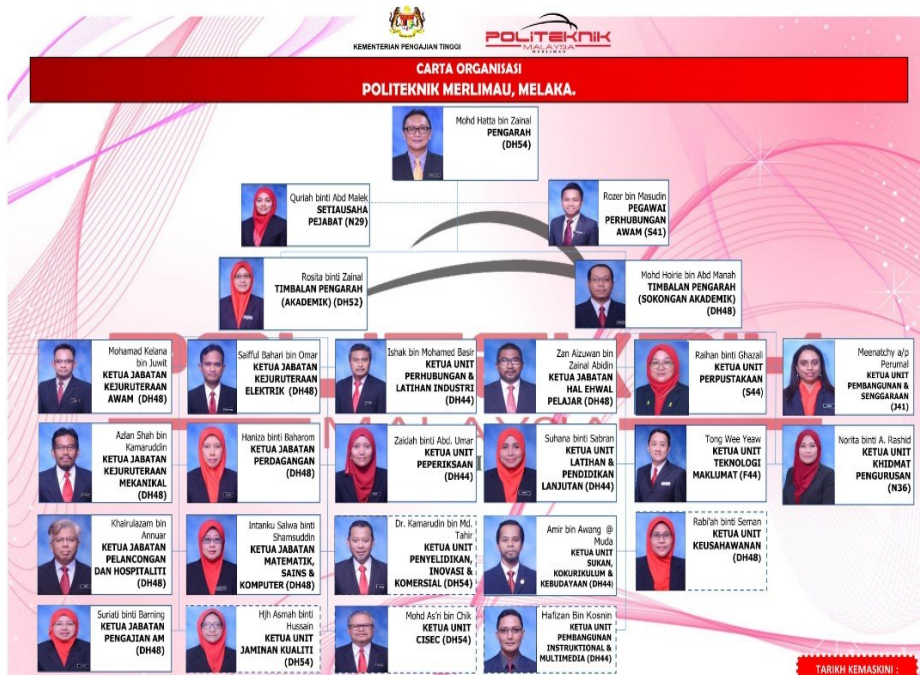
TAG LINE
Expertise For
Excellence, X4X

MISSION

1. To develop holistic, entrepreneurial and balanced TVET graduates through dynamic education in-line with the current Industrial Revolution.
2. To capitalise on smart partnership with stakeholders.
3. To empower communities through life-long learning, research and innovation.



MANAGEMENT ORGANISATION



OUTCOME BASED EDUCA-

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 Educatio (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.

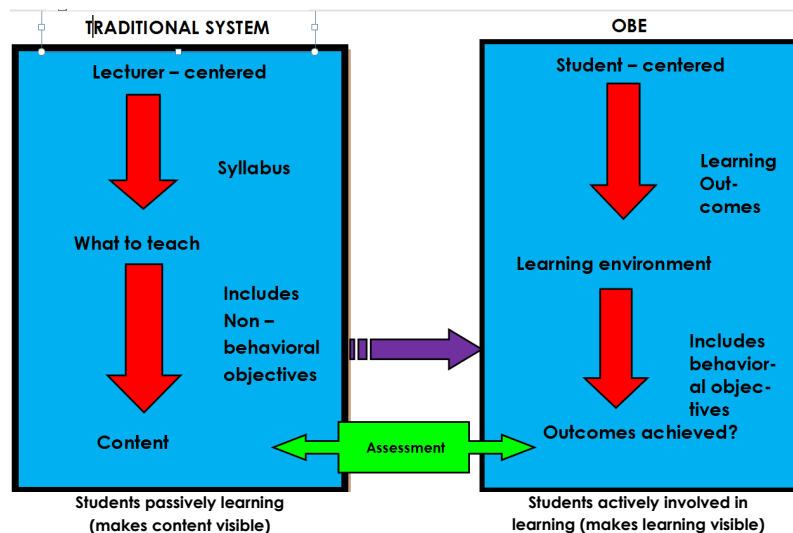
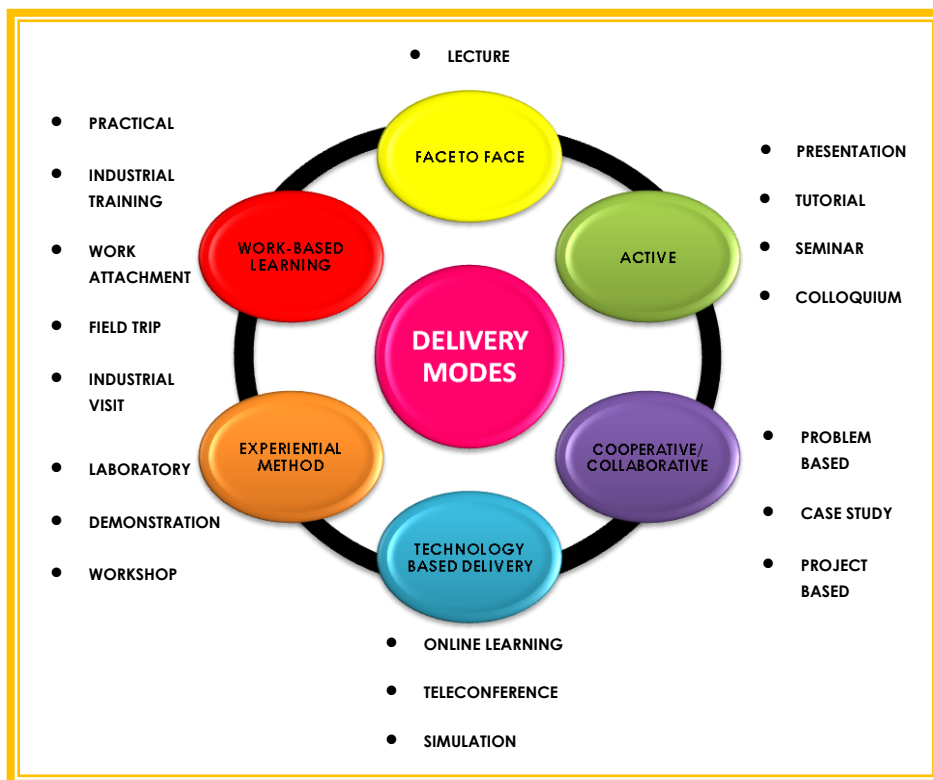


Figure 5.1: A Paradigm Shift for Educational System

OUTCOME BASED EDUCA-

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.



OUTCOME BASED EDUCA-

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 .

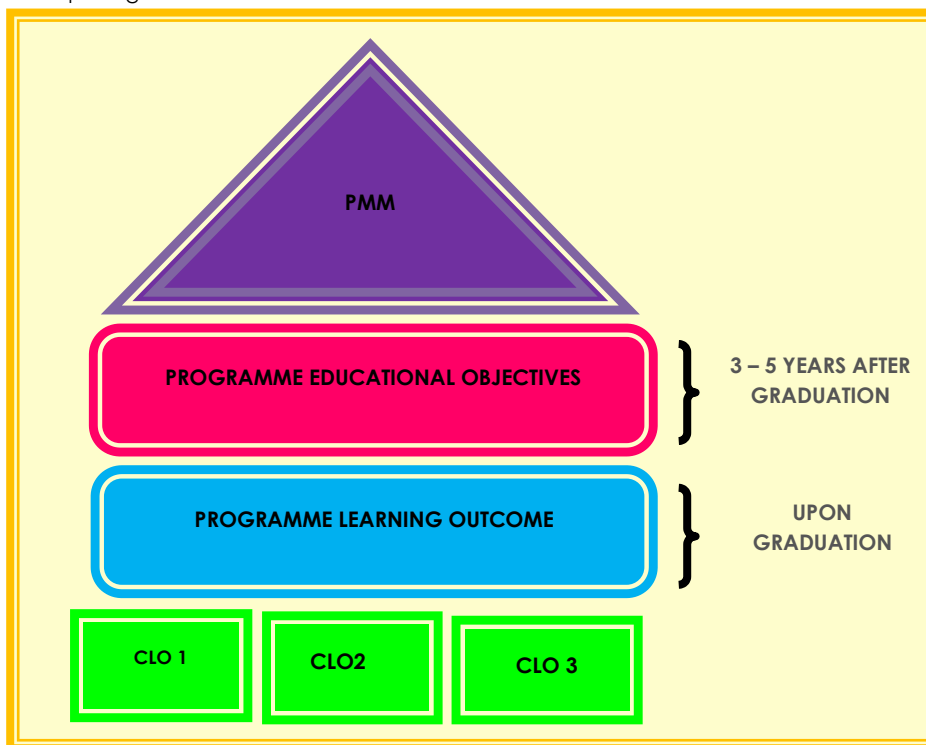


Figure 5.3 : OBE Educational Framework

OUTCOME BASED EDUCA-

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	<p>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.</p> <p>Learners express interest in pursuing further education.</p> <p>Learners will have a commitment for appropriate ethical behavior and express an appreciation of national aspirations within global perspectives</p>	<p>Demonstrate systematic comprehension (understanding) of a broad range of complex technical and theoretical knowledge and skills to undertake routine and non-routine tasks/ study within a field/ discipline.</p>	<p>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.</p> <p>Solve problems of a common and well-defined kind as well as those others of a non-routine nature.</p>	<p>Apply a limited range of practical skills, essential tools, methods and procedures to perform required tasks/work.</p> <p>Reflect and make adjustments to Practices and processes, as necessary, related to routine or non-routine tasks.</p>	<p>Communicate clearly, both orally and in writing, ideas, information, problems and solutions, to others including peers, experts and non-experts.</p> <p>Interact effectively, individually or as member of a team with supervisors, Peers and subordinates.</p> <p>Demonstrate a high level of proficiency in at least one other language besides the national language.</p>	<p>Use a range of digital applications to support study /work as well as to seek and process data related to work or study.</p> <p>Demonstrate skills to use and interpret routine and complex numerical and graphical/visual data.</p>	<p>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.</p> <p>Lead and manage diverse teams to manage issues at work.</p>	<p>Identify self-improvement initiatives and possibilities for further education. Develop realistic Career and professional goals.</p> <p>Explore and engage in activities relating to entrepreneurship.</p> <p>Show interest in and participate at professional and civic activities leading to local and region wide communities building.</p>	<p>Demonstrate ability to understand and comply with, organizational and professional ethics in work environment.</p> <p>Demonstrate ability to apply sustainable practices in the context of local and global work and social environment.</p>

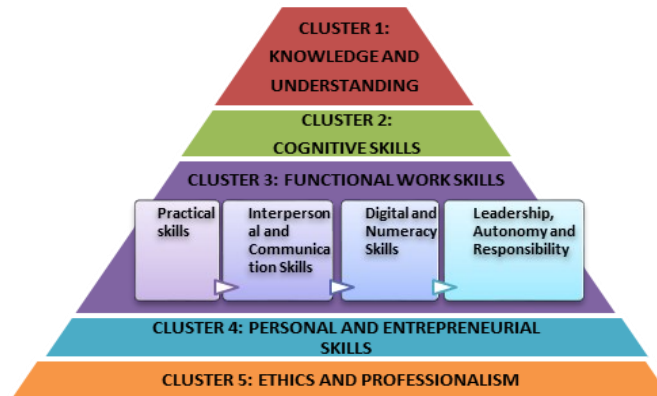


Figure 5.4 :Competency Domain to be applied in MQA Outcomes

(Learning Outcomes, LO)

OUTCOME BASED EDUCA-

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.

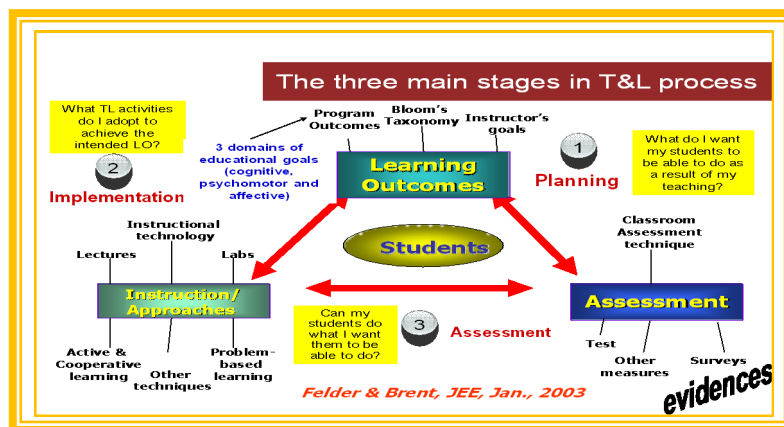


Figure 5.5 : Three Main Stage in Learning and Teaching Process

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



CONTACT PERSON	CONTACT NO
Ariffuddin Bin Ibrahim E-Learning Officer	Ext : 3021 Email: ariffuddin@pmm.edu.my
Amirudin bin Mohd Salim Assistant E-Learning Officer	Ext : 5006 Email: amirudin@pmm.edu.my
Nisrina binti Abd Ghafar Secretary	Ext : 5012 Email: nisrina@pmm.edu.my
Azrina Binti Mohamad Sabiri Treasurer	Ext : 1181 Email: azrina@pmm.edu.my
Juhaidah Binti Abd Hakim ICT Coordinator	Ext : 1172 Email: juhaidah@pmm.edu.my
Zid Abrar Bin Akbar UPIM Coordinator	Ext : 1131 Email: zid@pmm.edu.my

UNIT OF E-LEARNING

CONTACT PERSON	CONTACT NO
Sr. Firhan bin Salian (Leader Coordinator) Zuraini Binti Basarudin Ayu Wirdawati binti Po'a Ts. Amran bin Atan E-Learning Coordinator of Civil Engineering Department	Ext : 2008 Email: firhan@pmm.edu.my
Rodzah binti Hj. Yahya (Leader Coordinator) Zahrim bin Abd Rahman Hafidah binti Mahat Mohd Fauzi bin Hassan E-Learning Coordinator of Electrical Engineering Department	Ext : 3006 Email: rodzah@pmm.edu.my
Mohamad Shahril bin Ibrahim (Leader Coordinator) Alfred Bakri Syahrain bin Mat Yamin E-Learning Coordinator of Mechanical Engineering Department	Ext : 4000 Email: shahril@pmm.edu.my
Hamidah binti Abd Latiff (Leader Coordinator) Amirudin bin Mohd Salim Abdul Hasnal bin Abdullah Norhazma binti Nafi Nisrina binti Abd Ghafar E-Learning Coordinator of Commerce Department	Ext : 5006 Email: hamidah@pmm.edu.my
Aylin Binti Kamarudin (Leader Coordinator) Nurul Aqilah Hawaliana Binti Mazelan Dek Afifa Binti Nordan Zuraida Binti Yaacob E-Learning Coordinator of Tourism and Hospitality Department	Ext : 6013 Email: ak_aylin@pmm.edu.my
Suziyana binti Ahmad Aman (Leader Coordinator) Norzaliza Binti Mohamed Nor Zid Abrar bin Akbar E-Learning Coordinator of Mathematics, Science & Computer Department	Ext : 7008 Email: suziyana@pmm.edu.my
Naimah binti Ghazali (Leader Coordinator) Ida Sariani Binti Mohd Isa Rosheela binti Muhammad Thangaveloo Bobby Chew Han Yong E-Learning Coordinator of General Studies	Ext : 8007 Email: naimah@pmm.edu.my

LIST OF COMMERCE STAFF



Name: Haniza Binti Baharom
Position: Head of Department
Majoring: Business Admin Management
Ext: 5000
Email: haniza_baharom@pmm.edu.my



Name: Sabrina Binti Isnin
Position: Head of Programme (Accountancy)
Majoring: Accounting
Ext: 5003
Email: sabrina@pmm.edu.my



Name: Masayu binti Ismail
Position: Head of Programme (Business Studies)
Majoring: Business Admin
Ext: 5002
Email: mas_ayu@pmm.edu.my



Name: Norwidayati Ahmad @ Nasiman
Position: Head of Programme (Marketing)
Majoring: Marketing
Ext: 5001
Email: norwidayati@pmm.edu.my



Name: Suhaila binti Mat Nor
Position: Senior Lecturer
Majoring: Accounting
Ext: 5009
Email: suhaila@pmm.edu.my



Name: Rusmaini Binti Ramly
Position: Senior Lecturer
Majoring: Accounting
Ext: 1250
Email: rusmaini@pmm.edu.my









Name: Norlini binti Rosli
Position: Senior Lecturer
Majoring: Accounting
Ext: 5009
Email: norlini@pmm.edu.my



Name: Siti Zahrah binti Salihan
Position: Senior Lecturer
Majoring: Accounting
Ext: 5005
Email: sifzahrah@pmm.edu.my

LIST OF COMMERCE STAFF

	<p>Name: Siti Najdah binti Mohd Nor, CA Position: Lecturer Majoring: Accounting Ext: 5007 Email: sitinajdah@pmm.edu.my</p>		<p>Name: Md Hidayat bin Abd. Jalil Position: Lecturer Majoring: Accounting Ext: 5011 Email: mdhidayat@pmm.edu.my</p>
	<p>Name: Mohd Noor Hamam Saeman, CA Position: Lecturer Majoring: Accounting Ext: 5011 Email: hamam@pmm.edu.my</p>		<p>Name: Abdul Rashid Bin Husin Position: Lecturer Majoring: Accounting Education Ext: 5011 Email: abdulrashid@pmm.edu.my</p>
	<p>Name: Samsinor binti Ibrahim Position: Lecturer Majoring: Accounting Ext: 5009 Email: samsinor@pmm.edu.my</p>		<p>Name: Norhazma Binti Nafi Position: Lecturer Majoring: Accounting Ext: 5010 Email: nurhazma@pmm.edu.my</p>
	<p>Name: Eva Faridah Binti Zulkarnain Position: Lecturer Majoring: Accounting Education Ext: 5004 Email: evafaridah@pmm.edu.my</p>		<p>Name: Wan Malini Binti Wan Abdul Razak Position: Lecturer Majoring: Accounting Ext: 5039 Email: wanmalini@pmm.edu.my</p>
	<p>Name: Nisrina Binti Abd. Ghafar Position: Lecturer Majoring: Accounting Education Ext: 5012 Email: nisrina@pmm.edu.my</p>		<p>Name: Noor Hafizah Binti Hassan Position: Lecturer Majoring: Accounting Ext: 5012 Email: noorhafizah@pmm.edu.my</p>
	<p>Name: Rosfashihah Binti Roslan Position: Lecturer Majoring: Accounting Education Ext: 5012 Email: rosfashihah@pmm.edu.my</p>		<p>Name: Nur'Abidah Binti Solihuddin Position: Lecturer Majoring: Accounting Ext: 5010 Email: nurabidah@pmm.edu.my</p>
	<p>Name: Nurfaizlah Binti Kamarudin Position: Lecturer Majoring: Accounting Ext: 5039 Email: nurfaizlah@pmm.edu.my</p>		

LIST OF COMMERCE STAFF

	<p>Name: Nurul Esly binti Sabiran Position: Senior Lecturer Majoring: International Business Ext: 5007 Email: nurulesly@pmm.edu.my</p>		<p>Name: Zuraini Binti Zainal Abidin Position: Senior Lecturer Majoring: Finance Ext: 5007 Email: zuraini_z@pmm.edu.my</p>
	<p>Name: Suzana Binti Baharudin Position: Senior Lecturer Majoring: Business Administration Ext: 5012 Email: suzana@pmm.edu.my</p>		<p>Name: Mohd Rakime Bin Shaffai Position: Senior Lecturer Majoring: International Business Ext: 5006 Email: mohdrakime@pmm.edu.my</p>
	<p>Name: Abdul Hasnal Bin Abdullah Position: Senior Lecturer Majoring: Accounting Ext: 5011 Email: abdulhasnal@pmm.edu.my</p>		<p>Name: Amirudin Bin Mohd Salim Position: Senior Lecturer Majoring: Business Admin Ext: 5005 Email: amirudin@pmm.edu.my</p>
	<p>Name: Hanim Binti Paimin Position: Senior Lecturer Majoring: Finance Ext: 5007 Email: hanim@pmm.edu.my</p>		<p>Name: Rabi'ah Binti Seman Position: Senior Lecturer Majoring: Bank Management Ext: 1250 Email: rabiah@pmm.edu.my</p>
	<p>Name: Hamidah Binti Abd Latiff Position: Senior Lecturer Majoring: Operations Management Ext: 5007 Email: hamidah@pmm.edu.my</p>		<p>Name: Shamiera Binti Md. Apandi Position: Senior Lecturer Majoring: Communication Ext: 5006 Email: shamiera@pmm.edu.my</p>
	<p>Name: Hadijah Binti Kodiron Position: Senior Lecturer Majoring: International Bus. Management Ext: 5006 Email: hadijah@pmm.edu.my</p>		<p>Name: Sabariah binti Abd Rahman Position: Lecturer Majoring: Business Admin Ext: 5005 Email: sabariah_ar@pmm.edu.my</p>
	<p>Name: Rosnaimah Binti Mohamed Yunos Position: Lecturer Majoring: Business Studies Ext: 5012 Email: rosnaimah@pmm.edu.my</p>		<p>Name: Norlina Binti Ibrahim Position: Lecturer Majoring: Management (Technology) Ext: 5009 Email: norlina@pmm.edu.my</p>
	<p>Name: Norazila binti Azmi Position: Lecturer Majoring: Law Ext: 5011 Email: norazila_azmi@pmm.edu.my</p>		<p>Name: Yusrizal bin Mohamad Position: Office Assistant Majoring: - Ext: 5025 Email: yusrizal@pmm.edu.my</p>

LIST OF COMMERCE STAFF



Name: Nazila binti Adip
Position: Senior Lecturer
Majoring: Marketing
Ext: 5002
Email : nazila@pmm.edu.my



Name: Nuroi Aleyzan binti Ghazali
Position: Senior Lecturer
Majoring: Marketing
Ext: 5005
Email: nuroialeyzan@pmm.edu.my



Name: Mohd Razali bin Hasam
Position: Senior Lecturer
Majoring: Marketing
Ext: 5012
Email: mohd_razali@pmm.edu.my



Name: Hafizah binti Hussin
Position: Senior Lecturer
Majoring: Marketing
Ext: 5012
Email: hafizah_hussin@pmm.edu.my



Name: Khairani Binti Arshad
Position: Lecturer
Majoring: Marketing
Ext: 5009
Email: khairani_arshad@pmm.edu.my



Name: Halizah binti Alwi
Position: Lecturer
Majoring: Marketing
Ext: 5009
Email: halizah@pmm.edu.my

FACILITIES



TECHNOLOGY ENABLE CLASS ROOM



TECHNOLOGY ENABLE CLASS ROOM



CLASSROOM



CLASSROOM



COMPUTER LABORATORY



SEMINAR ROOM



LECTURE HALL

FACILITIES



COUNT ON ME OFFICE ENTRANCE



COUNT ON ME OFFICE ENTRANCE



POLYCAMEO STUDIO



POLYCAMEO STUDIO



COMMERCE CLUB



ENTREPRENEURSHIP KIOSK



INFORMATION AREA



INFORMATION AREA

FACILITIES



DISCUSSION AREA

DISCUSSION AREA



DATARAN MILLENIUM

DATARAN MILLENIUM



RECREATIONAL AREA

RECREATIONAL AREA

DIPLOMA IN BUSINESS STUD-

Programme Overview

Introduction

The world of business continues to grow, expand and develop both in terms of scale and complexity. Technological advancements and globalisation have led to the creation of several new approaches to cater to the current trend to keep pace with global needs. The birth of the knowledge age creates challenges to compete and survive in business today. Thus, a multi skilled worker is highly demanded by employers to meet the needs of their organisations. Hence, the Department of Polytechnic and Community College Education (DPCCE) has collaborated with the industrial sectors in reviewing the curriculum. The purpose of the collaboration is to equip our students with the latest information, knowledge and skills which are desired in fulfilling the job market requirements. Thus, the graduates of this diploma are expected to be proficient in core business-oriented disciplines such as business management, marketing, accounting, entrepreneurship, business law, human resource management, finance and economics. Our programme structure ensures that all courses are coherent at every stage and that knowledge and skills are developed progressively throughout the course .

Synopsis

The Diploma in Business Studies aims to increase and enrich students' knowledge across a broad range of business disciplines and help preparing students for the challenges of a career in contemporary business. This programme, dynamically enables students to develop their skills in a wide range of area such as management, sales, operations, marketing, human resource management, accounting, finance, marketing, insurance, banking and also entrepreneurship. Due to the flexible nature of frameworks the courses enable to select pathways appropriate to their interest, either to enter job the market or to pursue their studies in various business programmes .

Job Prospects

Graduates of the Diploma in Business Studies programme are able to work as Executives/Officers/Supervisors/Assistants in the following area:

- a. Administration/management
- b. Sales/marketing
- c. Entrepreneur
- d. Banking and finance
- e. Human resource and operation



DIPLOMA IN BUSINESS

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 national development.

Programme Aims

This programme believes that every individual has the potential to be adaptable and responsible business practitioners in supporting national agenda to spur the development of industrial activities towards enhancing Malaysia's economic growths and thus becoming a developed nation.

Programme Educational Objectives (PEO)

The Diploma in Business Studies programme shall produce semi-professionals who are:

- PEO1: Business practitioners who apply knowledge, understanding and managerial skills in providing solutions for business issues and challenges.
- PEO2: Business practitioners who are agile in the execution of and able to manipulate digital applications and data to perform business tasks.
- PEO3: Business practitioners who communicate effectively in executing the roles of a leader as to provide high quality of services to the business operations.
- PEO4: Business practitioners who proactively acquire new knowledge and skills for career advancement and comply with organisational and professional ethics in work and social environment.

DIPLOMA IN BUSINESS STUD-



Programme Learning Outcomes (PLO)

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

- PLO1: Apply principles of business and other related areas in managing business operations.
- PLO2: Analyse issues and solutions in conducting business operations.
- PLO3: Demonstrate business technical skills in business activities.
- PLO4: Demonstrate effective communication and interpersonal skills in a team.
- PLO5: Use digital application and interpret data in managing business operations.
- PLO6: Demonstrate social skills and responsibilities by taking alternate roles as a leader or member of a diverse team .
- PLO7: Demonstrate personal and entrepreneurial skills in managing business operating activities.
- PLO8: Integrate professionalism, positive attitudes and values in engaging with society and stakeholders.

PROGRAMME STRUCTURE

COMPONENTS	COURSE CODE	COURSE	CONTACT HOURS			CREDIT
			L	P	T	
SEMESTER 1						
Compulsory	MPU21012	Pengajian Malaysia	1	0	2	2
	DUE10012	Communicative English 1	1	0	2	2
	MPU24XX1	Sukan	0	2	0	1
	MPU24XX1	Unit Beruniform 1				
Common Core	DBC20012	Computer Application	1	2	0	2
	DPA10183	Business Accounting	2	2	0	3
Discipline Core	DPB10013	Microeconomics	3	0	1	3
	DPB10023	Principles of Management	3	0	1	3
TOTAL			23			16
SEMESTER 2						
Compulsory	MPU23012	Pengajian Islam*	1	0	2	2
	MPU23042	Nilai Masyarakat Malaysia**				
	MPU24XX1	Kelab/Persatuan	0	2	0	1
	MPU24XX1	Unit Beruniform 2				
Common Core	DUE30022	Communicative English 2	1	0	2	2
	DPM10013	Principles of Marketing	3	0	1	3
Discipline Core	DPB20033	Macroeconomics	3	0	1	3
	DPB20043	Management Information System	3	0	1	3
	DPB20053	Business Mathematics	3	0	1	3
TOTAL			24			17
SEMESTER 3						
Compulsory	DUE50032	Communicative English 3	1	0	2	2
	MPU22012	Entrepreneurship	1	0	2	2
Common Core	DPP20013	Introduction to International Business	3	0	1	3
Discipline Core	DPB30063	Statistics	3	0	1	3
	DPB30073	Business Law	3	0	1	3
	DPB30083	Business Ethics	3	0	1	3
TOTAL			22			16
SEMESTER 4						
Common Core	DPA10203	Personal Financial Management	2	0	2	3
	DPA20193	Basic Cost Accounting	3	1	0	3
	DPU30013	Digital Entrepreneurship	1	4	0	3
Discipline Core	DPB40093	Business Communication	2	2	0	3
	DPB40103	Organizational Behaviour	3	0	1	3
Elective		Elective 1				3
TOTAL			21			18

PROGRAMME STRUCTURE

SEMESTER 5						
Common Core	DYA30073	Green Technology Compliance	2	0	2	3
Discipline Core	DPB50113	Business Finance	3	0	1	3
	DPB50123	Human Resource Management	3	0	1	3
	DPB50133	Operations Management	3	0	1	3
Elective		Elective 2				3
TOTAL			16			15
SEMESTER 6						
Industrial Training	DUT60019	Industrial Training	0	0	0	9
TOTAL			0			9
TOTAL CREDIT VALUE						91

ELECTIVE COURSES						
1	DPK20073	Personality Development	2	2	0	3
2	DPL10013	Fundamental of Logistics Management	3	0	1	3
3	DPN30043	Risk Management	2	2	0	3
4	DPB50143	Business Research	2	0	2	3
5	DPB50153	Investment Management	3	0	1	3
6	DPB50163	Business Project	2	2	0	3
7	DPB50173	Business Plan	2	2	0	3
FREE ELECTIVES						
1	DUD10012	Design Thinking	1	0	0	2

	TOTAL CREDIT	%
i. (a) Compulsory	14	15%
(b) Compulsory (Bahasa Kebangsaan A)	2	0%
ii. Common Core	23	25%
iii. Discipline Core	39	43%
TOTAL CREDIT	76	
v. (a) Electives	6	7%
(b) Free Electives	2	0%
vi. Industrial Training	9	10%
GRAND TOTAL CREDIT	91	100%

	TOTAL HOURS	%
i. Lecture	61	59%
ii. Practical	15	13%
iii. Tutorial	30	28%
TOTAL CONTACT HOURS	106	100%

Legend / Notes:

L: Lecture, P: Practical/Lab, T: Tutorial, O: Others
(The numbers indicated under L, P & T represent the contact hours per week, to be used as a guide for time table preparation)

* For Muslim Students ** For Non Muslim Students

Notes:

The minimum & maximum credit value of Electives must be referred to the programme standard or professional bodies.

1. *Free Electives are courses which are not included in any programme structure but if taken, will contribute towards students' CGPA, provided that institution adhere to the Jabatan Pendidikan Politeknik & Kolej Komuniti Free Electives Guidelines.

2. *MPU22042 Bahasa Kebangsaan A is **COMPULSORY** for students who did not attain credit in Bahasa Melayu at Sijil Pelajaran Malaysia (SPM) level and will contribute to students' CGPA.

3. Co-curriculum pathways:

(a) Path 1: Sport and Club

(b) Path 2: Uniform Unit (students are required to **PASS** Uniform Unit 1 as a pre-requisite to Uniform Unit 2)

5. Clusters:

- (a) CLS1 : Knowledge & Understanding
- (b) CLS2 : Cognitive Skills
- (c) CLS a : Practical Skills
- (d) CLS3b : Interpersonal & Communication Skills
- (e) CLS3c : Digital & Numeracy Skills
- (f) CLS3d : Leadership, Autonomy & Responsibility
- (g) CLS4 : Personal & Entrepreneurial Skills
- (h) CLS5 : Ethics and Professionalism

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DPA10183 BUSINESS ACCOUNTING	3	BUSINESS ACCOUNTING enables students to develop knowledge in the operational aspects of accounting system and procedures. Students can comply with the accounting techniques to maintain accounting record in preparation of financial statements. Students can also apply in accounting cycle related to principles and practice of accounting.	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Prepare complete accounting cycle documentation using an appropriate calculation according to the principles and practices in accounting standards. (C3,PLO1) 2. Show calculation in accounting process (step by step) from the beginning to the end following the accounting standards. (P2, PLO3) 3. Demonstrate a good teamwork to present financial statement with adjustment based on scenario given. (A3, PLO6)
	DPB10013 MICROECONOMICS	3	MICROECONOMICS provides information on concepts and basic principles related to microeconomics problems. The course emphasizes the demand and supply theory, elasticity and production as well as market equilibrium. It also provides information on how to determine the efficiency of a market, and how to evaluates the costs and benefits of government intervention in a market.	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> 1. Explain basic theory and concepts of microeconomics. (C2, PLO1) 2. Apply the knowledge of microeconomics theories to solve the business problems. (C3, PLO5) 3. Discuss clearly the impact of economic changes towards market equilibrium. (A2, PLO7)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DPR10023 PRINCIPLES OF MANAGEMENT	3	<p>PRINCIPLES OF MANAGEMENT provide information on basic functions in management which consists of planning, organizing, leading, controlling, staffing and decision making as practiced in the organization. This course emphasizes the principles in management functions to ensure the efficiency and the effectiveness of in the organizations.</p>	<p>Upon completion of this course, student should be able to:</p> <ol style="list-style-type: none"> 1. Explain the basic functions of management in an organization. (C2, PLO1) 2. Demonstrate the theories and functions of management towards the achievements of organisational goal. (C3, PLO4) 3. Practice the process of management's four functions: planning, organizing, leading, and controlling. (A2, PLO6)

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DPM10013 PRINCIPLES OF MARKETING	3	<p>PRINCIPLES OF MARKETING provides knowledge to students regarding the concepts and terminologies in marketing. This course emphasizes the marketing principles; the environment; segmentation, targeting and positioning; and marketing mix focusing on the consumer market.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain concepts and terminologies in the marketing field. (C2, PLO1) 2. Apply the knowledge of marketing strategies and marketing mix that are relevant to the organizations' objectives. (C3, PLO1) 3. Present with confidence the marketing mix strategies to show the ability as a leader and working in a team. (A2, PLO6)
	DPB20033 MACROECONOMICS	3	<p>MACROECONOMICS provides information on the concepts of economics. The course emphasizes the role of economics sectors in determining the GDP. This course also provides information on the importance of government policy to overcome the economic problem.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the impact of macroeconomics problems to the economic system in current economic trend. (C2, PLO1) 2. Use the national income data and theories to evaluate the performance of an economy. (C3, PLO5) 3. Describe the importance of macroeconomic theories to overcome the economic problems. (A2, PLO7)

SYNOPSIS & COURSE LEARNING OUTCOMES

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DPB20043 MANAGEMENT INFORMATION SYSTEM	3	MANAGEMENT INFORMATION SYSTEM introduces the concepts of data and information management using information system. This course provides students with the knowledge of telecommunication systems and e-business. It also explores ethic, privacy and information security.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the concepts of management information system in business. (C2, PLO1) 2. Discuss the development and implementation of information system in modern organizations. (C2, PLO5) 3. Clarify ethical and legal implication of Information System in current business issues. (A2, PLO8)
	DPB20053 BUSINESS MATHEMATICS	3	BUSINESS MATHEMATICS provides knowledge of various basic mathematical concepts, management problems and basic operational research techniques based on financial and quantitative methods. The course emphasizes the application of mathematical concepts and solutions in business and management. This course provides information and exposes the student to basic practices in the world of business and finance.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply business mathematics problems using the various basic equation and formula algebraically or graphically. (C3, PLO1) 2. Calculate accurately the business mathematical concepts and formulation in solving management problem issue. (C3, PLO2) 3. Clarify precisely the concept of interest on financial and business practices in Malaysia. (A2, PLO5)

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DP20013 INTRODUCTION TO INTERNATIONAL BUSINESS	3	INTRODUCTION TO INTERNATIONAL BUSINESS provides an overview of how international business is conducted by taking into consideration various mechanism for dealing with governments and the changing political landscape, different business laws and regulations, local customs and culture. This course fulfills the need to ensure that students are well versed in global operations.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Discuss the external and internal environment factors and forces that related to the operation of international business. (C2, PLO1) 2. Explore mode of entry, strategies and cultural differences in international business environment. (C3, PLO2) 3. Discuss the importance of national differences in political and culture over the country. (A2, PLO4)
	DPB30063 STATISTICS	2	STATISTICS provides knowledge and exposure to of statistical concepts, techniques, and how to utilize these techniques in data collection processes. This course emphasizes on the knowledge and the ability to handle statistical data and interpret them effectively. This course also provides understanding on how to apply statistical data in relevant fields.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain clearly the basic concept of statistics. (C2, PLO1) 2. Apply accurately the various statistical techniques and formulation in solving statistical problem. (C3, PLO2) 3. Construct frequency distribution table in producing graphical. (P3, PLO5)

SYNOPSIS & COURSE LEARNING OUT-

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DPB30073 BUSINESS LAW	3	<p>BUSINESS LAW provides knowledge regarding legal aspects and conducts of business transactions in Malaysia. The course is related to an introduction to the legal principles in Malaysia, basic principles of contracts, legal aspects of business entities, agency and sale of goods.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Discuss the sources, legal aspects and conducts of business transactions. (C2, PLO1) 2. Apply the concepts and principles of business law in Malaysia in related business activities. (C3, PLO2) 3. Adopt ethically and professionally the practices of business law in Malaysia. (A3, PLO8)
	DPB30083 BUSINESS ETHICS	3	<p>BUSINESS ETHICS is about relationships, values, justice, and culture (personal, professional, corporate, national and global). It also provides a basic framework for examining the range of ethical issues arising from a business context. This course also discusses issues of right and wrong actions or decisions from all levels of decisions making. It also explains corporate culture, ethical leadership, corporate governance, corporate social responsibility, employee responsibilities, diversity and discrimination.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain clearly categories, concepts and theories of business ethics related field. (C2, PLO1) 2. Apply basic framework for examining the range of ethical issues business perspective. (C3, PLO2) 3. Respond to the issues arising from a business context. (A2, PLO8)

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DPA10203 PERSONAL FINANCIAL MANAGEMENT	3	PERSONAL FINANCIAL MANAGEMENT provides the skills on how to manage personal money wisely and can spend within the means and achieve the financial goals with ease. The course emphasizes on being in control of own finances regardless of whether or not facing financial problems.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain clearly the importance of personal financial planning in achieving the financial goals. (C2, PLO1) 2. Expose the products and services offered in the market in achieving the financial goals. (C3, PLO2) 3. Explain the uncertainties and financial responsibilities in achieving the financial goals. (A3, PLO6)
	DPA20193 BASIC COST ACCOUNTING	3	BASIC COST ACCOUNTING provide knowledge on basic elements, procedures and methods used in planning, controlling and preparing the product cost which is used in financial accounting. This knowledge will enhance students' ability to prepare a costing report for either manufacturing or services sectors.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain clearly costing theories and cost classifications in manufacturing environment by applying relevant cost information. (C2, PLO1) 2. Apply properly the element of costs in ascertainment of cost and preparing the budget in manufacturing and servicing environment. (C3, PLO2) 3. Discuss precisely various types of budgeting for the management planning. (A2, PLO4)

SYNOPSIS & COURSE LEARNING OUT-

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DP30013 DIGITAL ENTREPRENEURSHIP	3	<p>DIGITAL ENTREPRENEURSHIP introduces how to develop creativity and innovation and managing risk in starting up a digital business environment. This course will also guide the students on ways to conduct a business using online marketing platform such as social media marketing, website, mobile marketing and email marketing. This course also emphasis on the development of e-business via ecommerce platform to reach a bigger market.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Determine the importance of various cyber social tools for business development in digital entrepreneurship. (C4, PLO1) 2. Design a creative business using various cyber social tools for a successful digital business. (P7, PLO3) 3. Develop e-business via e-commerce to reach a bigger market. (A4, PLO7)
	DPB4093 BUSINESS COMMUNICATION	3	<p>BUSINESS COMMUNICATION course is designed to give students a comprehensive view of communication, its principles and importance in business. It also covers the written and verbal communication skills for effective business communication. The course focuses on the application of communication principles in achieving organizations goals. Some of the topics include the fundamentals of good business communication and explore the latest trends in workplace communication.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain clearly the communication principles in the related field. (C2, PLO2) 2. Display effectively communication methods in a business scenario. (PA3, PLO4) 3. Demonstrate precisely the characteristics of communication and teamwork through the application of effective business. (P3, PLO3)

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DPB40103 ORGANIZATIONAL BEHAVIOR	3	<p>ORGANIZATIONAL BEHAVIOUR combines the functions of management with the psychology of leading and managing people. This organizational behaviour course encompasses the study of individual and group behaviour in organizational settings. As a result, students may apply organizational behaviour in many other discipline of organization.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Interpret the principles, approaches and theories applicable in organizational behaviour. (C2, PLO1) 2. Analyse factors affecting organizational behaviour at all levels of organizational system. (C4, PLO2) 3. Demonstrate social skills and responsibilities on issues related to people and organizations that can be used to enhance organization effectiveness. (A3, PLO6)

SYNOPSIS & COURSE LEARNING OUT-

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DUG30023 GREEN TECHNOLOGY COMPLIANCE	3	GREEN TECHNOLOGY COMPLIANCE course is designed to introduce students with fundamentals of green technology, green practices, and green compliances towards the ultimate target of sustainable living. Students will be exposed to different feasible technologies in achieving goals that show developments in rapidly growing fields such as sustainability, innovation, viability and natural sources reduction. Students will also learn other areas where green technology is implemented such as energy, transport, building, water and waste management.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain green fundamentals and practices of green technology. (C3, CLS2) 2. Display green technology and practices concept in related areas within the industry in Malaysia. (P4, CLS3a) 3. Demonstrate green economy and green culture challenges to implement green programs. (A3, CLS3B)
	DPR50113 BUSINESS FINANCE	3	BUSINESS FINANCE exposes students on the concepts of finance and techniques used to manage financial planning of an organization. Students learn the theories and concepts of basic financial as a benchmark and input for consideration, in order to make short and long term financial decisions from the aspect of financing and investment. Apart from that, organization's financial analysis is included to enable students to analyze the organization's financial position.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply theories and concepts of basic financial management. (C3, PLO2) 2. Analyze organization's financial position using appropriate methods and techniques. (C4, PLO5) 3. Practice independent acquisition of new knowledge for life-long learning in accomplishing case study tasks. (A2, PLO7)

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DPB50123 HUMAN RESOURCE MANAGEMENT	3	HUMAN RESOURCE MANAGEMENT covers principles and approaches applicable to the human resource management in an organization. It also offers students an understanding about activities of human resource management department. Through this course, students also have the opportunity to have an overview of Malaysia industrial relations practices and procedures.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Interpret principles and approaches applicable to human resource management in an organization. (C2, PLO1) 2. Illustrate the procedures, methods and processes in managing human resource. (C4, PLO2) 3. Demonstrate the skills in solving human resource management issues in achieving organizational goals. (A3, PLO6)
	DPB50133 OPERATIONS MANAGEMENT	3	OPERATIONS MANAGEMENT provides knowledge of concept in operations management. This course emphasizes operations management and productivity, product design, plant location strategies, layout and process strategies, forecasting and aggregate planning, work measurement, supply chain and inventory management, project management and maintenance, quality management concept and sustainability. This course also provides knowledge and skills in planning, decision and control of operation in the organization.	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply the concept of operation and quality management in operations management. (C3, PLO1) 2. Analyse various techniques and methods towards decision making in operation management. (C4, PLO2) 3. Organize an autonomy and responsibility in planning, decision and control in operations management. (A3, PLO6)

SYNOPSIS & COURSE LEARNING OUT-

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
6	DUT60019 INDUSTRIAL TRAINING	9	<p>INDUSTRIAL TRAINING prepares students with employability skills and current industrial technologies in actual work environment. This course allows students to experience the work culture of the workplace as well as provides a platform for students to put into practice the skills and knowledge learnt. The desired attributes include organizational orientation and professional ethics, effective communication, leadership and teamwork, continuous learning and information management, as well as self-management and entrepreneurial mind at the workplace.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Perform duties in accordance with job requirement at the workplace. (P4, CLS3a) 2. Display effective communication and social skills at the workplace. (A5, CLS3b) 3. Integrate values, attitudes and professionalism effectively at the workplace. (A4, CLS5) 4. Develop responsibility of leadership and teamwork at the workplace. (A4, CLS3d) 5. Organize information management appropriately at the workplace. (P4, CLS3c) 6. Integrate life-long learning skills and entrepreneurial mind at the workplace. (A4, CLS4)

HIGHER ACADEMIC PATHWAY

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 Administrative Science • Bachelor of Business Administrations (Hons) [Insurance/ Finance/Islamic Banking/Business Economics/Entrepreneurship/ Marketing/Retail Management/ Human Resource Management/ International Business/Operations Management/Transport] • Bachelor of Customer Service Management 	<p>Universiti Teknologi MARA (UiTM) 40450 Shah Alam Selangor Darul Ehsan, Tel : (6)03-55442000 www.uitm.edu.my</p>
	<ul style="list-style-type: none"> • Bachelor of Economics • Bachelor of Business Administration • Bachelor of Science Human Resource Development 	<p>Universiti Putra Malaysia 43400 UPM, Serdang Selangor Darul Ehsan Tel : (6)03.8946.6000 Fax : (6)03.8948.7273 www.upm.edu.my</p>
	<ul style="list-style-type: none"> • Bachelor of Business Administration • Bachelor of Economics • Bachelor of Entrepreneurship and Innovation 	<p>Universiti Kebangsaan Malaysia 43600 UKM, Bangi Selangor Tel: (6)03 8921 5555 Fax: (6)03 8921 5555 www.ukm.my</p>

HIGHER ACADEMIC PATHWAY

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
 <p>UNIVERSITI SAINS MALAYSIA</p>	<ul style="list-style-type: none"> • Sarjana Muda Pengurusan (Kepujian) [Analitik Perniagaan/ Kewangan/ Perniagaan Antarabangsa/ Kewangan Islam/ Pemasaran/ Pengurusan Operasi/ Strategi dan Pengurusan Organisasi] • Sarjana Muda Ekonomi (Kepujian) • Sarjana Muda Sains Kemasyarakatan (Kepujian) [Antropologi dan Sosiologi/ Ekonomi/ Sains Politik/ Perancangan dan Pengurusan Pembangunan] 	<p>Universiti Sains Malaysia 11800 USM Pulau Pinang Tel: (6)04-653 3888 Fax: (6)04-653 6484 www.usm.my</p>
 <p>UNIVERSITI MALAYA KUALA LUMPUR</p>	<ul style="list-style-type: none"> • Bachelor of Economics • Bachelor of Social Administrations • Bachelor of Business Administration • Bachelor of Finance 	<p>University of Malaya Jalan Universiti 50603 Kuala Lumpur Tel: (6) 03-7967 3502/3278/3279/3440/3441/ 3448 Fax: (6)03-7967 3581 www.um.edu.my</p>
 <p>الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA بنيان وسبق الإسلام ابتداءً من بيتنا</p>	<ul style="list-style-type: none"> • Bachelor of Business Administration (Hons) • Bachelor of Economics 	<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>
 <p>UUM Universiti Utara Malaysia</p>	<ul style="list-style-type: none"> • Bachelor of Business Administration • Bachelor of Entrepreneurship • Bachelor of Human Resource Management • Bachelor of Marketing • Bachelor of Banking • Bachelor of Finance • Bachelor of Risk Management & Insurance • Bachelor of Science in Economics • Bachelor of Science in Agribusiness Management 	<p>Universiti Utara Malaysia 06010 Sintok Kedah Tel: (6) 04-928 4000 Fax: (6) 04-928 3053 www.uum.edu.my</p>

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.

LIST OF STAFF



Name: Hajjah Intanku Salwa binti Shamsuddin
Position: Head of Department
Majoring: Mathematics Education
Ext: 7000
Email: intankusalwa@pmm.edu.my



Name: Nurul Jehan Binti Jemain
Position: Head of Course (Mathematics)
Majoring: Civil Engineering
Ext: 7009
Email: nuruljehan@pmm.edu.my



Name: Ngatinah binti Jaswadi
Position: Head of Course (Science)
Majoring: Civil Engineering
Ext: 7001
Email: ngatinah@pmm.edu.my



Name: Asmarizan binti Mat Esa
Position: Head of Course (Computer)
Majoring: Science Computer
Ext: 7003
Email: asmarizan@pmm.edu.my



Name: Amiruddin Bin Abdullah
Position: Lecturer
Majoring: Agri Cultural Engineering
Ext: 7009
Email: amiruddin @pmm.edu.my



Name: Norhayati Binti Ahmad
Position: Lecturer
Majoring: Mechanical Engineering
Ext: 7007
Email: Norhayati@pmm.edu.my



Name: Mohammad Rasyidi Bin Yusof
Position: Lecturer
Majoring: Mechanical
Ext: 7004
Email: mohammadrasyidi@pmm.edu.my



Name: Latifah Binti Abdullah
Position: Lecturer
Majoring: Mechanical Engineering
Ext: 7008
Email: latifah@pmm.edu.my

LIST OF STAFF



Name: Noor Faridah Binti Abd Kadir
Position: Lecturer
Majoring: Civil Engineering
Ext: 7007
Email: noorfaridah@pmm.edu.my



Name: Zinatul 'Ashiqin Binti Mohd Noor
Position: Lecturer
Majoring: Civil Engineering
Ext: 7006
Email: zinatulashiqin@pmm.edu.my



Name: Emey Dyana Binti Abd Jalil
Position: Lecturer
Majoring: Civil Engineering
Ext: 7008
Email: emeydyana @pmm.edu.my



Name: Azira Binti Mohd Puteh
Position: Lecturer
Majoring: Physics
Ext: 7006
Email: azira@pmm.edu.my



Name: Suziyana Binti Ahmad Aman
Position: Lecturer
Majoring: Science Computer
Ext: 7009
Email: suziyana@pmm.edu.my



Name: Zid Abrar Bin Akbar
Position: Lecturer
Majoring: Electronic (Information System)
Ext: 1131
Email: zid@pmm.edu.my



Name: Dzaidah Hanin Binti Nor Azlim
Position: Lecturer
Majoring: Mathematics
Ext: 7007
Email: dzaidah@pmm.edu.my



Name: Noor Hidayah Binti Awang
Position: Lecturer
Majoring: Mathematics
Ext: 7008
Email: noorhidayah@pmm.edu.my



Name: Siti Aisyah Binti Azahar
Position: Lecturer
Majoring: Mathematics
Ext: 7008
Email: sitiaisyah@pmm.edu.my



Name: Nor Farhana Binti Falli
Position: Lecturer
Majoring: Electrical Engineering
Ext: 7008
Email: norfarhana@pmm.edu.my



Name: Mohd Zairil Bin Zainal
Position: Lecturer
Majoring: Electrical Engineering
Ext: 7007
Email: mohdzairil@pmm.edu.my



Name: Rizman Ezani Bin Razali
Position: Lecturer
Majoring: Electrical Engineering
Ext: 7007
Email: rizmanezani@pmm.edu.my



Name: Othman Bin Jantan
Position: Operational Assistant
Ext: 7006
Email: othman@pmm.edu.my



Name: Manisah Binti Khamis
Position: Lab Assistant
Ext: 7009
Email: manisah@pmm.edu.my

FACILITIES



TECC



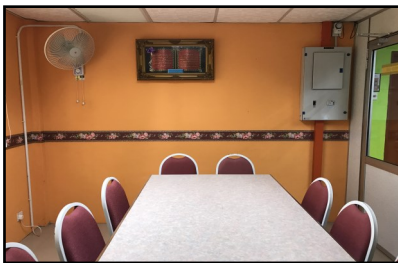
Computer Laboratory



Classroom



Science Laboratory



Discussion Room



Lecturer Meeting Room



Prayer Room



Gazebo

SYNOPSIS & COURSE LEARNING OUTCOMES

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DBC20012 Computer Application	2	<p>COMPUTER APPLICATION exposes students to different packages of applications software such as word processor, spreadsheet, presentation, project management, internet security and digital etiquette. This course mainly emphasize on the practical aspects of using applications software and awareness in digital world activity. Students will develop teamwork and leadership skills to present ideas and organize project. Students are able to use the information and technology skill attained in future.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Display the ability to apply application software in office environment. (P3, CLS4) 2. Perform inquisitive mind to develop lifelong learning skills in information and technology skills. (A5, CLS3c) 3. Apply information and technology skills in office environment. (C3, CLS3b)

DEPARTMENT OF GENERAL STUD-



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.

LIST OF STAFF



Name: Suriati Binti Barning
Position: Head of Department
Majoring: Pend.Islam & Moral
Ext: 8000
Email: suriati@pmm.edu.my



Name: Faridatul Mastura binti Mohamed Khatib
Position: Head of Course (English)
Majoring: English
Ext: 8002
Email: faridatul@pmm.edu.my



Name: Hidayat bin Shafie
Position: Head of Course (Islamic Studies & Moral)
Majoring: Islamic Education
Ext: 8001
Email: hidayat@pmm.edu.my



Name: Rozaina binti Abdul Latif
Position: Senior Lecturer
Majoring: English
Ext: 8003
Email: rozaina@pmm.edu.my



Name: Md.Shukri Bin Abd.Rahim
Position: Senior Lecturer
Majoring: Pend.Islam & Moral
Ext: 8008
Email: mdshukri@pmm.edu.my



Name: Gan Ek Hern
Position: Lecturer
Majoring: English
Ext: 8004
Email: gan@pmm.edu.my



Name: Nor Fazila binti Shamsuddin
Position: Lecturer
Majoring: English
Ext: 8008
Email: norfazila@pmm.edu.my



Name: Bobby Chew Han Yong
Position: Lecturer
Majoring: English
Ext: 8009
Email: bobby_chew@pmm.edu.my



Name: Maisarah binti Abdul Latif
Position: Lecturer
Majoring: English
Ext: 8008
Email: maisarah_latif@pmm.edu.my

LIST OF STAFF



Name: Ida Sariani binti Mohd Isa
Position: Lecturer
Majoring: English
Ext: 8009
Email: idasariani@pmm.edu.my



Name: Noorhafizah binti Hj Rubaai
Position: Lecturer
Majoring: English
Ext: 8008
Email: noor.hafizah@pmm.edu.my



Name: Nurul Nadiha binti Kassim
Position: Lecturer
Majoring: English
Ext: 8003
Email: nurulnadiha@pmm.edu.my



Name: Siti Noor Binti Hussain
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8003
Email: sitinoor@pmm.edu.my



Name: Putra Shazly bin Rosman
Position: Lecturer
Majoring: English
Ext: 8004, 1108
Email: putra_shazly@pmm.edu.my



Name: Adnan Bin Derahman
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8009
Email: adnan@pmm.edu.my



Name: Mohd Nazrie bin Hassim
Position: Lecturer
Majoring: English
Ext: 8004
Email: mohdnazrie@pmm.edu.my



Name: Ibrahim Bin Abdullah
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8009
Email: ibrahim@pmm.edu.my



Name: Norafidah binti Hj Abdullah
Position: Lecturer
Majoring: English
Ext: 8006
Email: norafidah@pmm.edu.my



Name: Mohd Faizal Bin Mat Pesa
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8004
Email: mfaizal@pmm.edu.my



Name: Farahaniza Binti Jaafar
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8003
Email: farahaniza@pmm.edu.my



Name: Naimah Binti Ghazali
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8009
Email: naimah@pmm.edu.my



Name: Munira Binti Mustaffa
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8006
Email: munira_m@pmm.edu.my



Name: Mohd Haikal Akashah Bin Md Nor
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8004
Email: mohdhaikal@pmm.edu.my

LIST OF STAFF



Name: Abdul Rahman Bin Abdul Gapar
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8009
Email: abdrahman@pmm.edu.my



Name: Sharifah Nur Binti Abu
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8009
Email: sharifah_nur@pmm.edu.my



Name: Rosheela binti Muhammad Thangaveloo
Position: Lecturer
Majoring: English
Ext: 8003
Email: rosheela@pmm.edu.my



Name: Shahrizah Binti Husin
Position: Lecturer
Majoring: Eend.Islam & Moral
Ext: 8009
Email: shahrizan@pmm.edu.my



Name: Radhiyah Binti Sagap
Position: Office Assistant
Majoring: -
Ext: 8004
Email: radhiyah@pmm.edu.my

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	Penghayatan Etika dan Peradaban MPU121032	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, CLS5)</p> <p>CLO2: Menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia. (A2, CLS5)</p> <p>CLO3: Mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban. (A3, CLS4)</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, CLS3b)</p> <p>CLO2: Demonstrate awareness of values and opinions embedded in texts on current issues. (A3, CLS3b)</p> <p>CLO3: Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills. (A2, CLS4)</p>

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	MPU23012 Pengajian Islam*	2	PENGAJIAN ISLAM disediakan untuk melahirkan warganegara yang faham tasawwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa.	<p>CLO1: Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian. (A2, CLS4)</p> <p>CLO2: Menerangkan etika dan profesionalisme berkaitan syariah dan Institusi Islam dalam membentuk pembangunan ummah. (A3, CLS5)</p> <p>CLO3: Menghubunkait minda ingin tahu dengan Islam dan cabaran semasa di Malaysia. (A4, CLS4)</p>
	MPU23042 Nilai Masyarakat Malaysia**	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, CLS4)</p> <p>CLO2: Menerangkan etika dan profesionalisme terhadap konsep perpaduan bagi meningkatkan semangat patriotisme masyarakat Malaysia. (A3, CLS5)</p> <p>CLO3: Menghubunkait minda ingin tahu dengan cabarancabaran dalam membentuk masyarakat Malaysia. (A4, CLS4)</p>

SYNOPSIS & COURSE LEARNING OUTCOMES (CLO)

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DUE30022 Communicative English 2	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, CLS3b)</p> <p>CLO2: Describe processes, procedures and instructions clearly by highlighting information of concern. (A3, CLS4)</p> <p>CLO3: Demonstrate effective communication and social skills in handling enquiries and complaints amicably and professionally. (A3, CLS3b)</p>
4	DUE50032 Communicative English 3	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, CLS3b)</p> <p>CLO2 : Prepare a high impact resume and a cover letter, highlighting competencies and strengths that meet employer's expectations. (A4, CLS4)</p> <p>CLO3: Demonstrate effective communication and social skills in handling job interviews confidently. (A3, CLS3b)</p>

UNIT OF SPORTS, CO CURRICULUM & CULTURAL

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.

CONTACT PERSON	CONTACT NO
En Amir bin Awang @ Muda Head of Department	Ext : 1220 Email: amir_awang@pmm.edu.my
En Mohd Izuddin bin Yusop Head of Cocurriculum Course	Ext : 1221 Email: izuddin@pmm.edu.my
En. Mohd Alif Al Bakri bin Abdullah Cultural & Heritage Officer	Ext : 1224 Email: alfred@pmm.edu.my
En. Zailani bin Siran Sports Officer	Ext : 1222 Email: zailani@pmm.edu.my
En Rashidi bin Ya'amat Operation Assistant	Ext : 1225 Email: rashidi@pmm.edu.my

UNIT OF SPORTS, CO CURRICULUM & CULTURAL



Name: Amir bin Awang @ Muda
 Position: Head of Unit
 Majoring: Bachelor in Electrical Eng
 Ext: 1220
 Email: amir_awang@pmm.edu.my



Name: Mohd Izuddin bin Yusop
 Position: Head of Cocurriculum Course
 Majoring: Bachelor in Physical Education
 Ext: 1221
 Email: mohdizuddin@pmm.edu.my



Name: Mohd Alif Al Bakri bin Abdullah
 Position: Cultural & Heritage Officer
 Majoring: Bachelor in Technology & Education (Mechanical Eng)
 Ext: 1224
 Email: alfred@pmm.edu.my

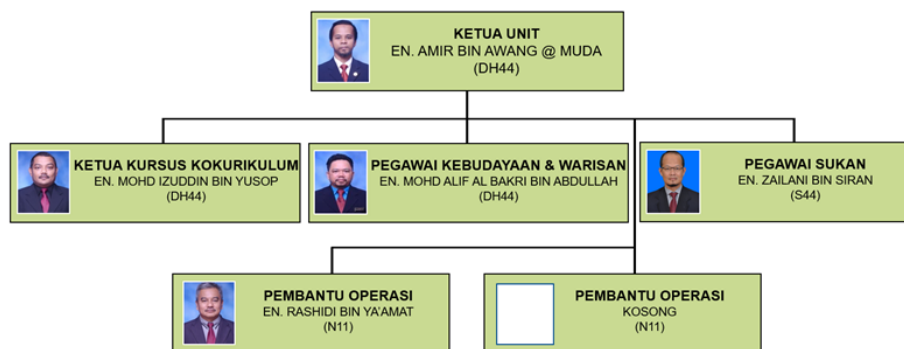


Name: Zailani bin Siran
 Position: Sports Officer
 Majoring: Bachelor of Sports Science
 Ext: 1222
 Email: zailani@pmm.edu.my



Name: Rashidi bin Ya'amat
 Position: Operation Assistant
 Ext : 1223
 Email: rashidi@pmm.edu.my

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



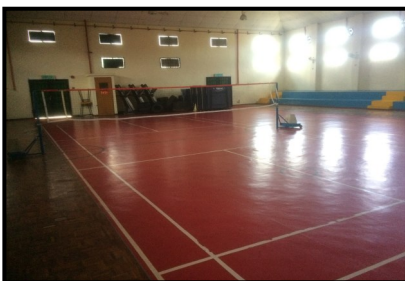
Music set



Squash Court



Table Tennis



Multi Purpose Court (Indoor)



Golf Green



Sport Centre



Multipurpose Court

DEPT. OF STUDENT AFFAIR AND DEVELOPMENT (JHEPP)

Introduction

Department of Student Affairs 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

CONTACT PERSON	CONTACT NO
Ts. Zan Aizuwan Bin Zainal Abidin Head of Department	Ext : 1180 Email: zanaizuwan@pmm.edu.my
Pn. Azrina Binti Mohamad Sabiri Students Affairs Officer (Recruitment & Data)	Ext : 1181 Email: azrina@pmm.edu.my
En Mohd Shafie Bin Osman Students Affairs Officer (Welfare & Discipline)	Ext : 1184 Email: mohdshafie@pmm.edu.my
En Mohd Izwan Bin Md. Pojan Students Affairs Officer (Registration)	Ext : 1183 Email: mohdizwan@pmm.edu.my
Pn Masitah Yaakub Scholarship Officer	Ext : 1187 Email: masitah@pmm.edu.my

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

CONTACT PERSON	CONTACT NO
Zaidah Binti Abd Umar Head of Unit	Ext :1040 Email : zaidah@pmm.edu.my
Dewi Muhiani binti Tumiran Examination Officer (Records & Certification)	Ext :1041 Email : dewimuhuani@pmm.edu.my
Norarsaliana binti Arbain Examination Officer (Assessment Management)	Ext :1042 Email : norarsaliana@pmm.edu.my



UNIT OF TRAINING & CONTINUING EDUCATION (ULPL)

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.

CONTACT PERSON	CONTACT NO
Suhana binti Sabran Head of Unit	Ext :1150 Email : suhanasabran@pmm.edu.my
Hazreen bin Othman Training & Continuing Education Officer	Ext : 1151 Email : hazreen@pmm.edu.my



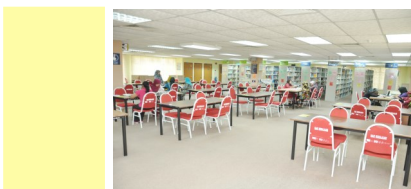
UNIT OF LIBRARY

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

CONTACT PERSON	CONTACT NO
Norshazreen Binti Yunos Librarian	Ext :1121 Email : norshazreen@pmm.edu.my
Rominah Binti Ghani Assistant librarian	Ext :1122 Email : rominah@pmm.edu.my



UNIT OF PSYCHOLOGY MANAGEMENT

Introduction

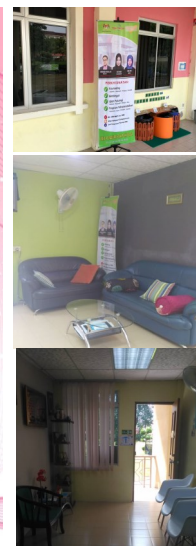
Psychology Management Unit Politeknik Melimau, Melaka is an academic support unit which works in the development and soft skills for both students and staff.

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 IN-

Introduction

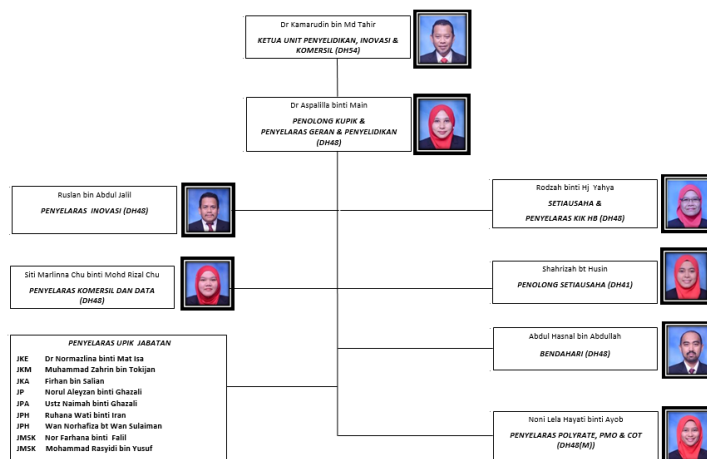
Research Unit, Innovation and Commercial (UPIK) created by the system of Polytechnic Education Department, Ministry of Higher Education to inculcate the culture of research at the polytechnic. UPIK plan an important role as a centre of coordination of research, innovation and commercial lecturers and 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 PENVELIDIKAN, INOVASI & KOMERSIL POLITEKNIK MERLIMAU, MELAKA.



UNIT OF INDUSTRIAL LIAISON & TRAINING

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.



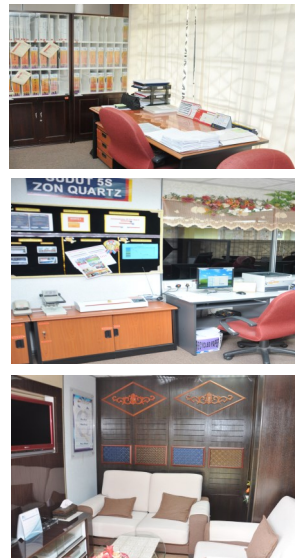
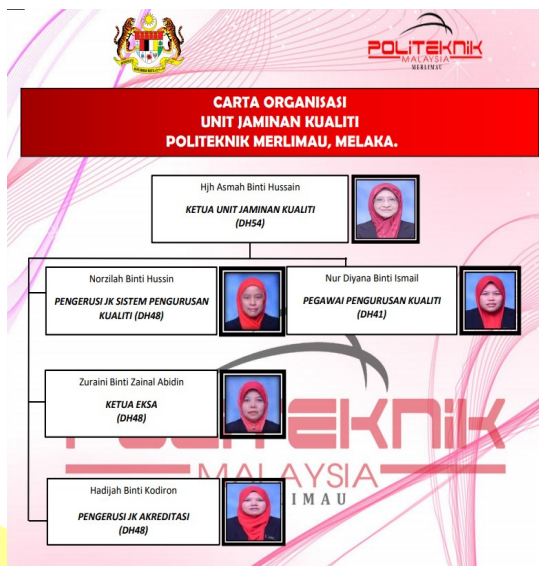
UNIT OF QUALITY AS-

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.

CONTACT PERSON	CONTACT NO
Mohd As'ri Bin Chik Head of CISEC	Ext : 1160 Email: mohdasri@pmm.edu.my
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

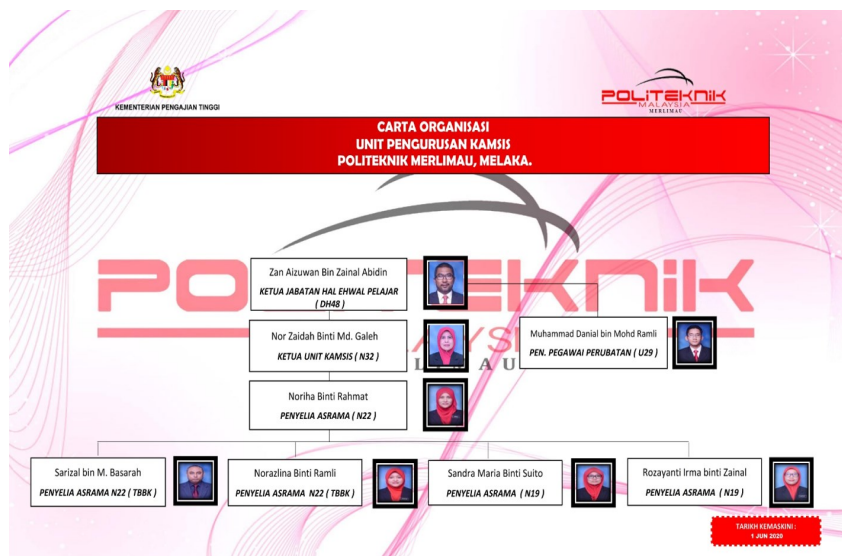
- 1) Applications can be made online via the Student Information Management System (SPMP) in PMM portal.
- 2) Completed forms that have been submitted online must also be printed and sent to the Office of Management Kamsis before the closing date, together with other supporting documents such as:
 - 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.

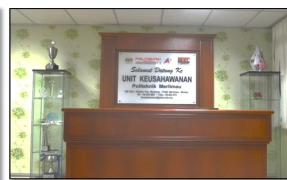
The unit aims to promote the created businesses to be innovative, technology-based, with capacity to grow and commitment to create high-quality jobs in the region. It also promotes self-employment of young graduates and educate them in starting a new business with a proper management.

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.



CONTACT PERSON	CONTACT NO
Rabi'ah Seman Head of Entrepreneurship Unit	Ext : 1250 Email: rabiiah@pmm.edu.my





EDITORIAL BOARD

Patron

Mohd Hatta bin Zainal

Advisor

Rosita binti Zainal
Hjh Asmah binti Hussain

Lead Editor & Designers

Hadijah binti Kodiron
Azillawati binti Zamri

Assistant Editor

Nazila binti Adip

Committee Members

Mohd As'ri bin Chik
Dr. Kamarudin bin Md Tahir
Intanku Salwa binti Shamsuddin
Suriati binti Barning
Ariffuddin bin Ibrahim
Zan Aizuwan bin Zainal Abidin
Rabi'ah binti Seman
Nurul Esly binti Sabiran
En Amir bin Awang @ Muda
Zaidah binti Abd Umar
Suhana binti Sabran
Ishak bin Mohamed Basir
Norsyazreen binti Hj Yunos

EDITORIAL BOARD

Advisor

Haniza binti Baharom

Writers

Masayu binti ismail

Sabariah binti Abd Rahman

Lead Editor

Hadijah binti Kodiron

Assistant Editor

Nazila binti Adip

