PROGRAMME HANDBOOK

TOURISM & HOSPITALITY DEPARTMENT

POLITEKNIK MALAYSIA

First Quality Environment (5S)
Certified Polytechnic

Sixth Edition

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TABLE OF CONTENTS

PREFACE

Bismillahirrahmanirrahim

Assalamulaikum 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. Department of Tourism and Hospitality consists of five main courses Diploma in Tourism Management (DUP), Diploma in Event Management (DEV), Diploma in Foodservice Halal Practice (DHF), Diploma in Hotel Management (DHM) and Diploma in Culinary Arts (DCC).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 Tourism and Hospitality. Thank You.
Sincerely,

KHAIRULAZAM BIN ANNUAR

The Head of Department
Department of Tourism and Hospitality
Politeknik Merlimau, Melaka

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.
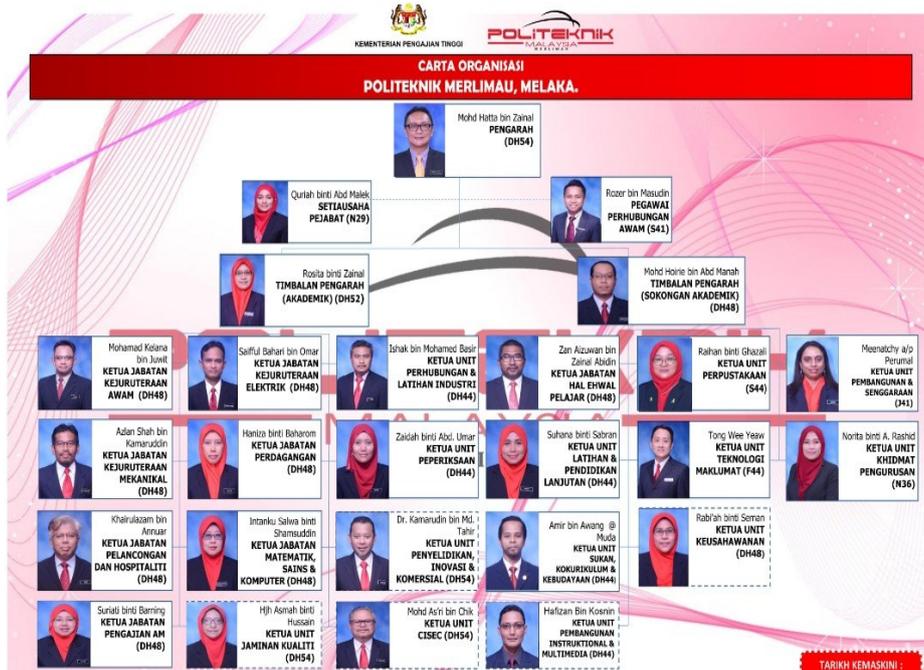
PMM provides a broad-based curriculum underscored by multi-disciplinary courses with the enrichment of the ancillary department's courses which are aligned with the transformative pillars of the Department of Polytechnic Education, Ministry of Higher Education. The classroom lessons and activities are 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

VISSION

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.

TRADITIONAL SYSTEM — Lecturer – centered → Syllabus → What to teach → Includes Non – behavioral objectives → Content. Students passively learning (makes content visible)

OBE — Student – centered → Learning Outcomes → Learning environment → Includes behavioral objectives → Outcomes achieved? Students actively involved in learning (makes learning visible)
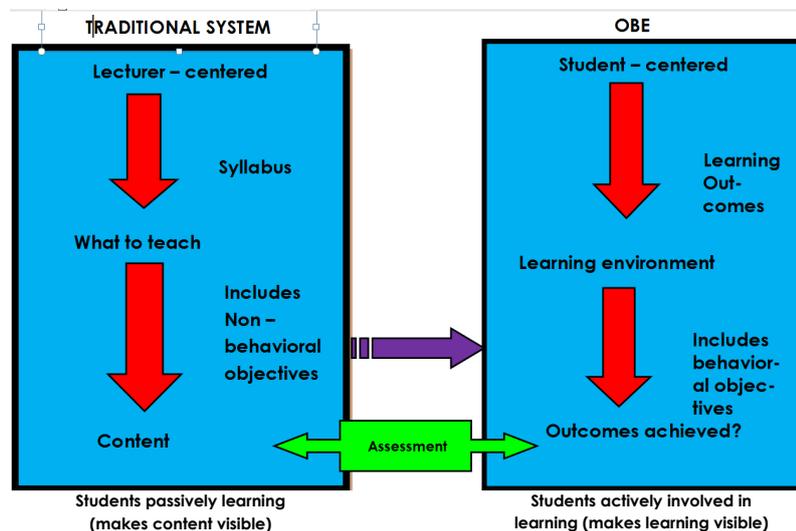
Assessment

Figure 5.1: A Paradigm Shift for Educational System

DELIVERY MODES

The diversity of teaching and learning methodologies can be adapted by lecturers as to cater to the hetrogeneous 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.
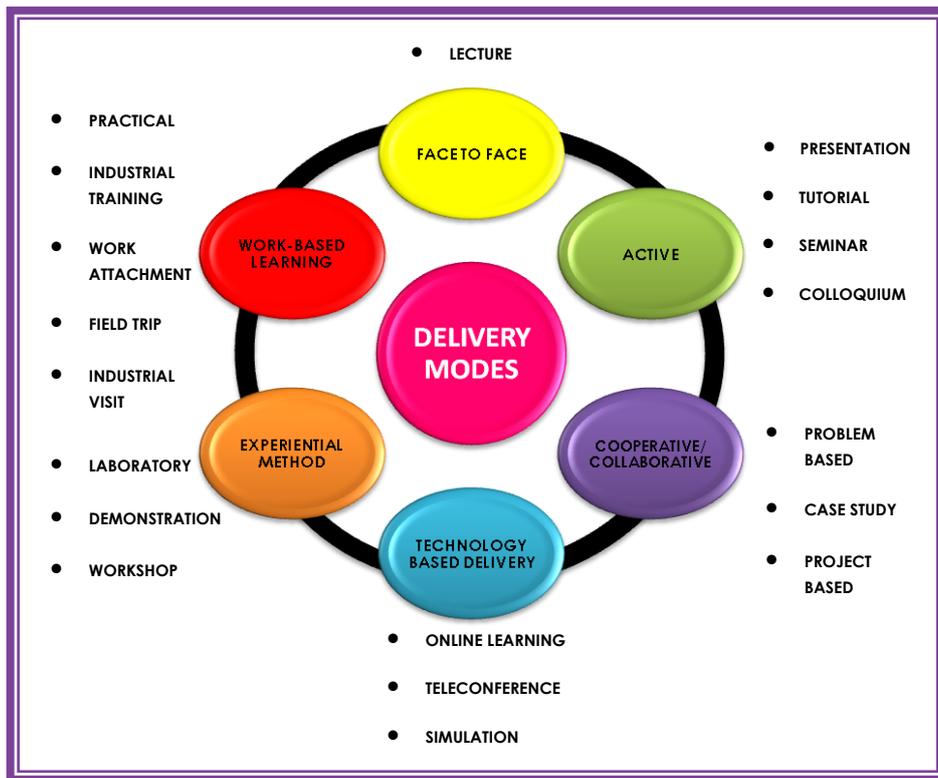
OUTCOME BASED EDUCA-

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):

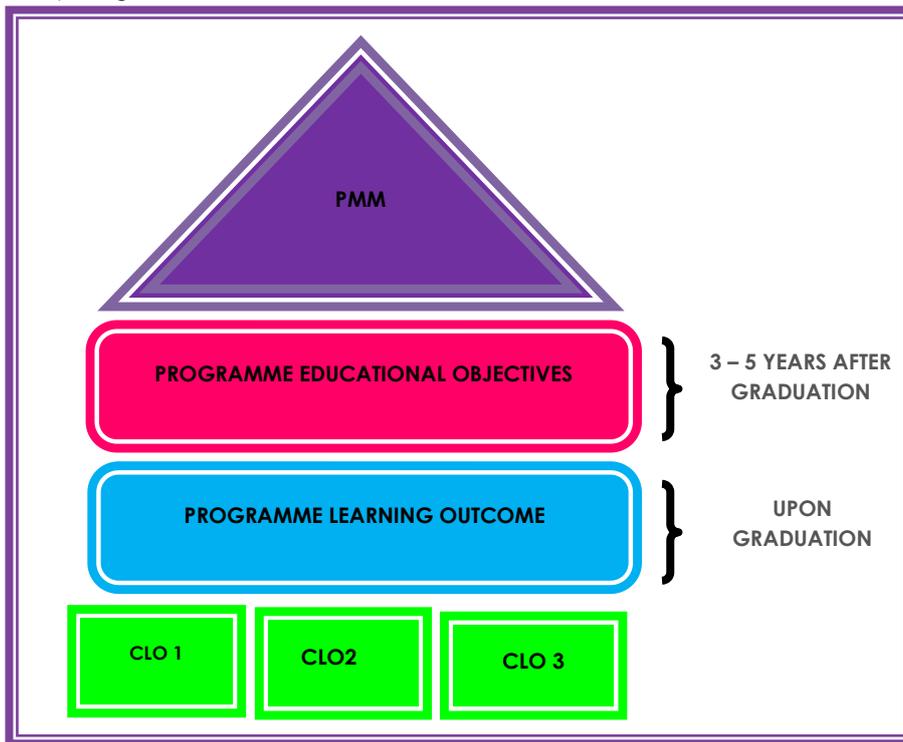The statements that describe the specification of what a student should learn upon completing a course .

Figure 5.3 : OBE Educational Framework

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/ study within afield/ 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 to 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.
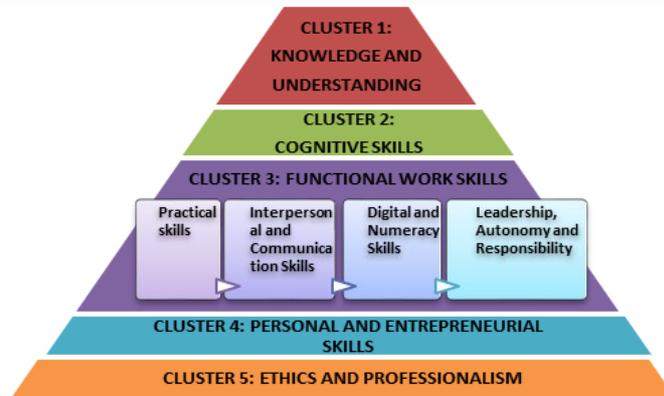
Figure 5.4 :Competency Domain to be applied in MQA Outcomes

(Learning Outcomes, LO)

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.
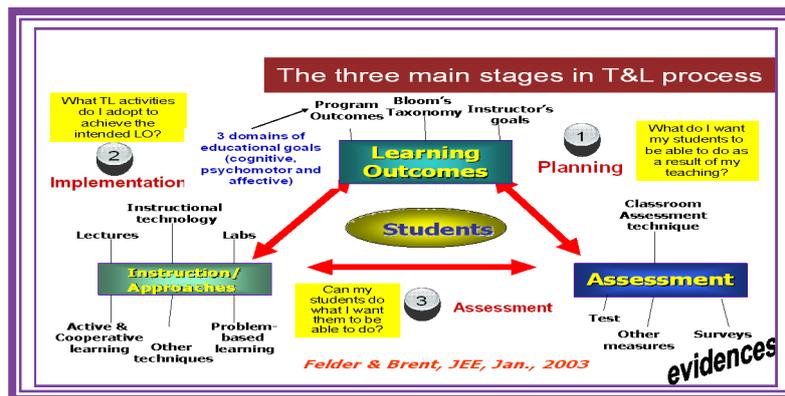

Figure 5.5 : Three Main Stage in Learning and Teaching Process

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 Mohmad 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 Abdulllah 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 HOSPITALITY &

Name: Khairulazam bin Annuar
Position: Head of Department
Majoring: International Hospitality Management
Ext: 6000
Email: khairulazam_a@pmm.edu.my

Name: Norzehan binti Mohd. Fadzli
Position: Head of Programme (Foodservice)
Majoring: Foodservice Management
Ext: 6002
Email: norzehan@pmm.edu.my

Name: Ismail bin Mohamad
Position: Head of programme (Event Management)
Majoring: Tourism Management
Ext: 6004
Email: ismail_m@pmm.edu.my

Name: Faizah binti Yusof
Position: Head of programme (Tourism Management)
Majoring: Tourism Management
Ext: 6013
Email: faizah@pmm.edu.my

Name: Azian binti Ismail
Position: Head of Programme (Hotel Management)
Majoring: Hotel Management
Ext: 6036
Email: azian@pmm.edu.my

Name: Abd Razak Bin Wari
Position: Head of Programme (Culinary Arts)
Majoring: Foodservice Management
Ext: 6011
Email: abdulrazak@pmm.edu.my

LIST OF HOSPITALITY & TOURISM STAFF

Name: Sharifuddin bin Mohd Yusof
Position: Senior Lecture
Majoring: Physical Education
Ext: 6013
Email: sharifuddin@pmm.edu.my

Name: Surina binti Nordin
Position: Senior Lecturer
Majoring: Hotel Management
Ext: 6037
Email: surina@pmm.edu.my

Name: Mas Azlina binti Alias
Position: Senior Lecture
Majoring: Hotel Management
Ext: 1037
Email: azlina.alias@pmm.edu.my

Name: Suria binti Abd. Malek
Position: Senior Lecturer
Majoring: Accounting
Ext: 637
Email: suria@pmm.edu.my

Name: Noni Lela Hayati binti Ayob
Position: Senior Lecturer
Majoring: Tourism Management
Ext: 6007
Email: noni@pmm.edu.my

Name: Azuan bintiAlias
Position: Senior Lecturer
Majoring: Hospitality Management
Ext: 6007
Email: azuan@pmm.edu.my

Name: Hamidah Noor binti Md
         Yusoh
Position: Senior Lecturer
Majoring: Food Technology
Ext: 6037
Email: hamidahnoor@pmm.edu.my

Name: Zuraida binti Yaacob
Position: Senior Lecturer
Majoring: Tourism Management
Ext: 6037
Email: zuraida@pmm.edu.my

LIST OF HOSPITALITY &

Name: Esfahanim binti Dolfatah
Position: Lecturer
Majoring: Foodservice Management
Ext: 6037
Email: esfahanim@pmm.edu.my

Name: Rosmera binti Ibrahim
Position: Lecturer
Majoring: Hotel Management
Ext: 6006
Email: rosmera@pmm.edu.my

Name: Maisara binti Zainal Abidin
Position: Lecturer
Majoring: Culinary Art
Ext: 6007
Email: maisara@pmm.edu.my

Name: Nur Haniza binti Ewandi Jong
Position: Lecturer
Majoring: Food Technology
Ext: 6037
Email: nurhaniza@pmm.edu.my

Name: Normala binti Sulaiman
Position: Lecturer
Majoring: Food Science
Ext: 6037
Email: normala@pmm.edu.my

Name: Siti Aishah binti Abdul Kadir
Position: Lecturer
Majoring: Tourism Management
Ext: 6007
Email: sitiaishah@pmm.edu.my

Name: Izatul Syazreen binti Mohd Ismail
Position: Lecturer
Majoring: Hotel Management
Ext: 6007
Email: izatul@pmm.edu.my

Name: Muaini Hanik Zunairah binti Hj. Haron
Position: Lecturer
Majoring: Tourism Management
Ext: 6037
Email: muaini@pmm.edu.my

Name: Elena Sabrina binti Ismail
Position: Lecturer
Majoring: Foodservice Management
Ext: 6006
Email: elenasabrina@pmm.edu.my

Name: Ruhana Wati binti Iran
Position: Lecturer
Majoring: Tourism Management
Ext: 6013
Email: ruhana@pmm.edu.my

Name: Norshila binti Md Isa
Position: Lecturer
Majoring: Food Technology
Ext: 6037
Email: norshila@pmm.edu.my

Name: Rohayatul Akma binti Abu Bakar
Position: Lecturer
Majoring: Tourism Management
Ext: 6006
Email: rohayatul@pmm.edu.my

Name: Nurul Aqilah Hawaliana binti Mazelan
Position: Lecturer
Majoring: Foodservice Management
Ext: 6037
Email: nurulaqilah@pmm.edu.my

Name: Rumizi binti Abd Manaf
Position: Lecturer
Majoring: Hotel Management
Ext: 6037
Email: rumizi@pmm.edu.my

LIST OF HOSPITALITY & TOURISM STAFF

Name: Mohamad Redzuan Abu Hassan
Position: Lecturer
Majoring: Tourism Management
Ext: 6037
Email: redzuan@pmm.edu.my

Name: Aylin binti Kamaruddin
Position: Senior Lecturer
Majoring: Hotel Management
Ext: 6013
Email: ak_aylin@pmm.edu.my

Name: Maisrah binti Mansor
Position: Lecturer
Majoring: Tourism Management
Ext: 6037
Email: Maisarah@pmm.edu.my

Name: Dayang Kamariah binti Tajul
            Maulok
Position: Lecturer
Majoring: Hotel Management
Ext: 6037
Email: dayangkamariah@pmm.edu.my

Name: Rohaila binti Abdul Razak
Position: Lecturer
Majoring: Tourism Management
Ext: 6007
Email: rohaila@pmm.edu.my

Name: Mohd Fairuz bin Rejah
Position: Lecturer
Majoring: Hotel Management
Ext: 6006
Email: mohdfairuz@pmm.edu.my

Name: Masitah bt Zulkapli
Position: Lecturer
Majoring: Event Management
Ext: 6037
Email: masitah_z@pmm.edu.my

Name: Wan Nor Hafiza binti Wan
            Sulaiman
Position: Lecturer
Majoring: Hotel Management
Ext: 6037
Email: wan_norhafiza@pmm.edu.my

Name: Siti Fathihah bt Che Khalib
Position: Lecturer
Majoring: Event Management
Ext: 6037
Email: sitifathitihah@pmm.edu.my

Name: Mohamad Azhar Bin Othman
Position: Lecturer
Majoring: Business Admin Marketing
Ext: 6037
Email: mohamadazhar@pmm.edu.my

Name: Dek Afifa binti Nordan
Position: Lecturer
Majoring: Event Management
Ext: 6007
Email: dekafifa@pmm.edu.my

Name: Siti Norizan binti Hassan
Position: Lecturer
Majoring: Hotel Management
Ext: 6037
Email: sitinorizan@pmm.edu.my

Name: Muhammad Fahmi bin Md Sabri
Position: Lecturer
Majoring: Hotel Management
Ext: 6037
Email: muhammadfahmi@pmm.edu.my

Name: Marni binti Md Zali
Position: Lecturer
Majoring: Hotel Management
Ext: 6009
Email: marni@pmm.edu.my

LIST OF HOSPITALITY &

Name: Hanis Aliaa binti Ramley
Position: Lecturer
Majoring: Hospitality Management
Ext: 6013
Email: hanis@pmm.edu.my

Name: Sharizal Bin Ahmad Selo
Position: Lecturer
Majoring:
Ext: 6037
Email: shahrizal@pmm.edu.my

Name: Halimatul Muna Bt Mohd Din
Position: Lecturer
Majoring: Foodservice Management
Ext: 6003
Email: halimatulmuna@pmm.edu.my

Name: Nur Syamsina Binti Ab Aziz
Position: Lecturer
Majoring: Foodservice Management
Ext: 6007
Email: syamsina@pmm.edu.my

Name: Mohd Zahir Bin Zainol
Position: Lecturer
Majoring: Foodservice Management
Ext: 6006
Email: mohdzahir@pmm.edu.my

Name: Hasnida Bt Khairudin
Position: Lecturer
Majoring: Cullinary Art Management
Ext: 6037
Email: hasnida_k@pmm.edu.my

Name: Norlida Binti Osman
Position: Lecturer
Majoring: Foodservice Management
Ext: 6037
Email: norlida@pmm.edu.my

Name: Nor Wahida Binti Yahaya
Position: Lecturer
Majoring: Culinary Art Management
Ext: 6011
Email:nor_wahida @pmm.edu.my

FACILITIES

Computer Reservation System (CRS) Lab

Studio

FACILITIES

Culinary Lab

Lecture Room

Lecture Theater

Training Travel Office

Recreational Facilities

DIPLOMA IN FOODSERVICE HAL-

Programme Overview

Introduction

Diploma in Foodservice Halal Practice focuses towards the development of knowledge and the implementation of halal elements in foodservice operations and management. This educational programme is developed based on the foodservice industry body of knowledge and competency standards for polytechnic graduates. Halal Foodservice is a discipline of study which requires the graduates to be able to demonstrate knowledge, understanding and abilities in providing excellent food services as well as ensuring halal practices are incorporated in the whole process of foodservice and food production. The industry requires interdisciplinary academic knowledge and competencies such as foodservice fundamentals, hotel operations, catering services and other related foodservice competencies are delivered based on halal principles. Diploma in Foodservice Halal Practice is a three-year full-time programme comprising of six semesters coursework with one semester of industrial training. Students are prepared for their future role in the economy by building a solid foundation in hospitality industrial knowledge and essential skills related to the diversity field of halal foodservice industry.

Synopsis

Diploma in Foodservice Halal Practice is designed to introduce students to halal practices in foodservice industry. The programme prepares the students to a broader understanding of halal foodservice industry and required competencies for halal studies. This programme offers courses such as customer service for tourism and hospitality, introduction to halal food industry, halal assurance system, best practices in halal food production, foodservice sanitation, nutrition in foodservice, theory of food, food science, basic eastern and western cookery, food and beverage service, menu planning and design, baking and pastry, food law and legal aspect, commercial foodservice operations and food and beverage cost control.

Job Prospects

Diploma in Foodservice Halal Practice provides students with integrated knowledge and supervisory skills or management role within the halal foodservice industry. They will also be able to apply for jobs in the halal food production, halal foodservice or halal food production sectors. There are numerous possible career paths such as:

a. Food and Beverage Supervisor
b. Food Retails Supervisor
c. Restaurant Supervisor
d. Entrepreneur in Foodservice Industry
e. Executive in Foodservice Industry
f. Food and Beverage Quality
g. Halal Executive
h. Halal Supervisor
i. Halal Food Entrepreneur
j. Foodservice Personnel Assurance Personnel

DIPLOMA IN FOODSERVICE

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 program believes that every individual has potential and the programme aims to foster responsible and accountability Foodservice Executive to support the country aspiration of becoming a world class tourist and cultural destination.

Programme Educational Objectives (PEO)

The Diploma in Foodservice Halal Practice programme will produce semi-professional who are :

PEO 1: Foodservice Executives who apply fundamental knowledge, understanding and operational principles through halal practice in providing solution for foodservice issues and challenges

PEO 2: Foodservice Executives who apply a specific level of practical skills, procedures, digital applications and numerical data to perform related tasks in foodservice operations

PEO 3: Foodservice Executives who alternately adopt the roles of a leader and a team member, and able to communicate effectively in assisting and providing creative solution for halal foodservice operations

DIPLOMA IN FOODSERVICE

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

PLO 1:   Apply knowledge of foodservice and halal practice in operating and managing foodservice operation

PLO 2:   Analyse issues and challenges in assisting and providing appropriate solution for foodservice operation

PLO 3:   Perform skills in the foodservice operation

PLO 4:   Demonstrate effective communication and interaction skills to an individual or as a team member

PLO 5:   Display the ability to use digital application and interpret numerical data in related tasks

PLO 6:   Demonstrate leadership, autonomy and responsibility by taking alternate role either as a leader or member of a diverse team

PLO 7:   Demonstrate entrepreneurial and good managerial skill in society

PLO 8:   Integrate professionalism, positive attitudes and values in engaging with society and stakeholders

PROGRAMME STRUCTURE

COMPONENTS	COURSE CODE	COURSE	L	P	T	CREDIT
			CONTACT			
7 **SEMESTER 1**
Compulsory	MPU21012	Pengajian Malaysia	1	0	2	2
	DUE10012	Communicative English 1	1	0	2	2
	MPU24XX1	Sukan				
	MPU24XX1	Unit Beruniform 1	0	2	0	1
Common	DUW10012	Occupational, Safety and Health	2	0	0	2
	DTM10083	Fundamentals of Tourism and Hospitality	3	0	0	3
Discipline	DTF10093	Introduction to Halal Foodservice Industry	3	0	0	3
	DTF10102	Foodservice Sanitation	2	0	0	2
Elective		Elective				2
6 **TOTAL**	**18**
7 **SEMESTER 2**
Compulsory	MPU23072	Pelancongan dan Hospitaliti Dalam Islam*	1	0	2	2
	MPU23042	Nilai Masyarakat Malaysia**				
	MPU24XX1	Kelab/Persatuan				
	MPU24XX1	Unit Beruniform 2	0	2	0	1
Common		Customer Service for Tourism and	2	2	0	3
Discipline Core	DTC10093	Theory of Food	3	0	0	3
	DTF20113	Food Science	1	4	0	3
	DTF20124	Basic Eastern and Western Cookery	0	8	0	4
6 **TOTAL**	**25**
7 **SEMESTER 3**
Compulsory	DUE30022	Communicative English 2	1	0	2	2
Common	DTM50153	Tourism and Hospitality Marketing				
Discipline Core	DTF30052	Menu Planning and Design	1	2	0	2
	DTA20093	Food and Beverage Service	1	4	0	3
	DTF30143	Best Practices for Halal Food Production	2	2	0	3
	DTC20104	Baking and Pastry	0	8	0	4
6 **TOTAL**	**27**
7 **SEMESTER 4**
Compulsory	MPU22012	Entrepreneurship	1	0	2	2
Common	DTF40072	Muslim Friendly Hospitality Practice	1	2	0	2
	DTM40123	Principles of Accounting for Tourism and				
Discipline Core	DTF40133	Food and Beverage Cost Control	2	0	2	3
	DTF40153	Nutrition for Foodservice	3	0	0	3
	DTF40164	Commercial Foodservice Operations	0	8	0	4
6 **TOTAL**	**17**

PROGRAMME STRUCTURE

| COMPONENTS | COURSE CODE | COURSE | CONTACT | | | CREDIT |
			L	P	T	
SEMESTER 5						
Compulsory	DUE50032	Communicative English 3	1	0	2	2
Common	DYA30073	Green Technology Compliance	2	0	2	3
Discipline Core	DTF50173	Food Law and Regulations	3	0	0	3
	DTF50184	Halal Assurance System	2	4	0	4
	DTF50063	Design and Layout for Foodservice				
	DTA40124	Hospitality Project	1	6	0	4
		TOTAL				19
SEMESTER 6						
Industrial						9
ELECTIVES						
1	DBC20012	Computer Application	1	2	0	2
2	DUE1XXX2	Foreign Language	1	0	2	2
FREE ELECTIVES						
1	DUD10012	Design Thinking	1	0	0	2

	Total Credit	%
i. (a) Compulsory	14	15%
(b) Compulsory (Bahasa Kebangsaan A)b	2	0%
ii. Common Core	19	20%
iii. Discipline Core	51	54%
iv. Specialization	0	0%
Total Credit	**84**	
v. (a) Electives	2	2%
(b) Free Electivesa	2	0%
vi. Industrial Training	9	9%
Grand Total Credit	**95**	**100%**

	Total Hours	%
i. Lecture	35	37%
ii. Practical	56	59%
iii. Tutorial	4	4%
Total Contact Hours	**95**	**100%**

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

Notes:
1. The minimum and maximum credit value of Electives must be referred to the programme standard or professional bodies.
2. **Free Electives** are courses which <u>are not included</u> in any programme structure but if taken, will contribute towards students' CGPA, provided that institutions adhere to the Jabatan Pendidikan Politeknik & Kolej Komuniti Free Electives Guidelines.
3. *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.
4. Co-curriculum pathways:
   a. Path 1 : Sport and Club
   b. Path 2 : Uniform Unit (Students are required to **PASS** Uniform Unit 1 as a prerequisite to Uniform Unit 2)
5. Clusters:
   a. CLS1 : Knowledge & Understanding
   b. CLS2 : Cognitive Skills
   c. CLS3a : 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 & Professionalism

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	**DTF10093 INTRODUCTION TO HALAL FOODSERVICE INDUSTRY**	3	INTRODUCTION TO HALAL FOOD-SERVICE INDUSTRY course is developed to give exposure the basic knowledge of halal based on Shariah law, the halal concept in foodservice industry, halal practices applied by the industry, Malaysia halal certification scheme implementation and the related agencies involved in the halal industry development in Malaysia. The course also discusses the increasing demand in domestic and global halal market. Students are exposed to halal awareness and implementation of halal food issues and challenges in foodservice industry.	Upon completion of this course, students should be able to: CLO1 : Describe the concepts and fundamentals of halal and haram practice in food service industry (C1 , PLO 1) CLO2 : Explain the concept of halal food industry and roles or related agencies and event that enforce to halal policy (C2 , PLO 1) CLO3 : Discuss the awareness and implementation of halal practices effectively towards consumerism issues and challenges in halal foodservice industry (A2 , PLO 4)
	DTF10102 FOODSERVICE SANITATION	2	FOODSERVICE SANITATION provides information on hygiene, sanitation, quality, and safety practices in foodservice industry. In addition, this course also discusses on the causes and prevention methods of food contamination, and the importance of Hazardous Analysis Critical Control Point (HACCP), Good Manufacturing Practice (GMP) and Good Hygiene Practice (GHP) in foodservice industry.	Upon completion of this course, students should be able to: CLO1 : explain the importance and key elements of food sanitation in foodservice operation(C2 , PLO 1) CLO2 : provide methods to prevent food contamination and poisoning through implementation of quality control system, food safety and public health law in foodservice operation(C3 , PLO 1) CLO3 : propose proper sanitation methods to prevent contamination that causing food poisoning in foodservice production(A3 , PLO 8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DTM 10083 FUNDAMENTALS OF TOURISM AND HOSPITALITY	3	FUNDAMENTALS OF TOURISM AND HOSPITALITY exposes students to the foundation of tourism and hospitality sectors, including the significance of tourism to the host and global communities. Students are also introduced to the career, academic and entrepreneurial prospects which exist in the industry. The reality of workplace demands and employability skills in the tourism and hospitality profession are also shown. Students are exposed to the importance of sustainable tourism practice in tourism and hospitality. Students are given the opportunity to gain experience through talks on tourism and hospitality industry delivered by invited guest speakers.	Upon completion of this course, students should be able to: CLO1 : Identify fundamental components of tourism and hospitality from various perspectives (C1 , PLO 1) CLO2 : Recognize the roles of tourism and hospitality business, impact, current trends and future outlook for global tourism and hospitality(C2 , PLO 2) CLO3 : Discuss the career opportunities, issues and challenges in tourism and hospitality effectively (A2 , PLO 7)
	DUW10012 OCCUPATIONAL SAFETY AND HEALTH	2	OCCUPATIONAL SAFETY AND HEALTH course is designed to impart understanding of the self-regulatory concepts and provisions under the Occupational Safety & Health Act (OSHA). This course presents the responsibilities of workers in implementing and complying with the safety procedures at work. Understanding of notifications of accidents, dangerous occurrence, poisoning and diseases and liability for offences will be imparted upon students. This course will also provide an understanding of the key issues in OSH Management, Incident Prevention, Fire Safety, Hazard Identification Risk Control and Risk Assessment (HIRARC), Workplace Environment and Ergonomics and guide the students gradually into this multi-disciplinary science.	Upon completion of this course, students should be able to CLO1 : Explain briefly Occupational, Safety and Health (OSH) procedures, regulation and its compliance in Malaysia. (C2, CLS 1) CLO2 : Initiates incident hazards, risks and safe work practices in order to maintain health and safe work environment. (A3, CLS 5) CLO3 : Demonstrate communication skill in group to explain the factor that can lead to accident in workplace. (A3, CLS 3b)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DTC10093 THEORY OF FOOD	3	THEORY OF FOOD focuses on the understanding of cooking theory and the application of skills to a wide range of cooking styles and products. Students will be introduced to the foodservice establishment and organization. Every aspect in cooking is explained starting from the basic equipment and utensils to cooking techniques, role of the ingredients used, garnishing and food presentation, food commodities, salad and salad dressing, stock, sauces, and soup.	Upon completion of this course, students should be able to: CLO1 : explain knowledge related to culinary theory and concepts. (C2 , PLO 1) CLO2 : demonstrate knowledge and understanding of the functional food commodities and chemical processes as well as the nutritional content of food. (C3 , PLO 1) CLO3 : display competence in the oral presentation based on culinary theory and concepts. (A3 , PLO 4)
	DTF20113 FOOD SCIENCE	3	FOOD SCIENCE covers knowledge and the importance of food science concepts in foodservice. Students are exposed to the knowledge of nature, properties and changes in food during storage and processing. Topics discussed will help to develop understanding in food allergen, preservation and food packaging. Students also have the opportunities to carry out sensory evaluation of products using survey panels or potential consumers.	Upon completion of this course, students should be able to: CLO1 :expose concepts of food science in foodservice industry practices (C3 , PLO 1) CLO2 :construct food products using suitable preservation and packaging methods in foodservice industry (P3 , PLO 3) CLO3 :demonstrate the responsibility to meet demands of quality products in foodservice industry (A3 , PLO 8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DTF20124 BASIC EASTERN AND WESTERN COOKER	4	BASIC EASTERN AND WESTERN COOKERY is an introduction to eastern and western cookery preparation in the foodservice establishment. In this course, students will be exposed to the basic cooking techniques and skills in preparing, cooking and presenting a variety of commodity on eastern and western cuisine such as appetizers, soups, sauces, meat, poultry, fish, shellfish and also starches.	Upon completion of this course, students should be able to: CLO 1 : display the appropriate cooking techniques using a wide range of cooking styles and products(P2 , PLO 3) CLO 2 : make a complete course of dish consisting of starch, protein, sauce, vegetable and garnishing(P4 , PLO 3) CLO 3 : demonstrate managerial skills for kitchen operation (A3 , PLO 6)
	DTM10203 CUSTOMER SERVICE FOR TOURISM AND HOSPITALITY	3	CUSTOMER SERVICE FOR TOURISM AND HOSPITALITY exposes students to skills required for establishing a specific career path offered through personal and professional development. Student should be given knowledge and basic understanding on how customer service being established practiced and organized in the hospitality and tourism industry. Students also should be able to demonstrate positive and hospitable attitude that has been practiced in hospitality and tourism industry and how the public sector is responding to them.	Upon completion of this course, students should be able to: CLO1 :demonstrate knowledge related to the customer service in tourism and hospitality profession(C3 , PLO 1) CLO2 :displays effectively skill and techniques of ethic, social etiquette and handling customer complaints in customer service (P2 , PLO 3) CLO3 : present effectively communication skill of hospitality service culture in tourism and hospitality industry (A2 , PLO 4)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DTM50153 TOURISM AND HOSPITALITY MARKETING	3	TOURISM AND HOSPITALITY MARKETING provides knowledge on theories, concepts and strategies applied in marketing tourism and hospitality product and services. The current practices and methods of professional selling provide opportunities to practice and develop communication skills, organizational skills, and other skills necessary to succeed in any career particularly in the profession of selling. The course focuses on the use of eight marketing mix (8Ps) strategies, consumer behavior, marketing research, market segmentation and positioning and marketing plan in tourism and hospitality industry.	Upon completion of this course, student should be able to: 1. acquire accurate knowledge and understanding of the concepts of marketing, marketing mix, marketing information system, marketing research, marketing segmentation and marketing positioning in tourism and hospitality . (C3,PLO2) 2. organize marketing plan and sales for tourism and hospitality (P4, PLO5) 3. : develop entrepreneurial skill in social media marketing for tourism and hospitality products and services (A2,PLO7)
	DTF30143 BEST PRACTICES FOR HALAL FOOD	3	BEST PRACTICES FOR HALAL FOOD PRODUCTION brings student to experience the best halal approach in managing foodservice operation guided by various requirements from several agencies in Malaysia especially Department of Islamic Development Malaysia (JAKIM) without neglecting the Islamic Shariah law implementation. The topic will covers fundamental of halal food, important areas for halal compliance, legitimate ingredients, halal slaughtering practice, requirement standards to be apply and challenges encountered by halal food producer. Student will also be equipped with hands on skills through creating awareness programme, practicing sertu and organising event consist of slaughtering, processing, cooking and serving of halal food. Field trip will also enhance student knowledge towards the course	Upon completion of this course students should be able to:- 1. determine the best practice procedures for foodservice industry according to Malaysian halal certificate requirement (C4, PLO2) 2. perform correct method of halal slaughtering and Islamic cleansing procedure as outlined by Shariah law (P4, PLO3) 3. initiate halal awareness programme that can enhance community understanding towards halal service and product (A3, PLO7)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DTF30052 MENU PLANNING AND DESIGN	2	MENU PLANNING AND DESIGN course covers fundamentals of menu planning that are essential in building a successful foodservice concept. The content focuses on the evolution of the menu which includes topics such as menu trends in the industry, performing market research and creating a market survey, nutrition and dietary guideline and menu planning. This course also includes financial aspects of menu planning such as performing a yield test, creating and writing standard recipes and recipe costing. Besides that, writing, designing and merchandising the eco-friendly menu are also taught in this course.	Upon completion of this course, students should be able to:- 1. examine types of menu planning based on foodservice industry practices . (C3,PLO2) 2. analyze proper techniques and procedures to develop a menu based on requirement in foodservice operation (C4,PLO2) 3. construct marketing elements, financial aspect and nutrition requirements to be considered in menu planning (P4, PLO5)
	DTC20104 BAKING AND PASTRY	4	BAKING AND PASTRY course covers the development of kitchen skills in the preparation, production and commercialization of bakery and pastry products. Students are exposed to the production of good quality baked goods such as bread, pastry, cookies, and cake.	At the end of the course, students should be able to: 1. describe organization structure, roles and responsibilities of site personnel and construction team on site perform appropriate skills in producing basic pastry and bakery products accordingly. (P4, PLO3) 2. display a correct techniques in overcoming fault and causes of baking and pastry product (P4, PLO3) 3. demonstrate leadership skills in the bakery and pastry making (A3, PLO6)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DTA20093 FOOD AND BEVERAGE SERVICE	3	FOOD AND BEVERAGE SERVICE introduces students to the knowledge and skills in food and beverage department (F&B) as required in the hotel industry. Students will discuss on the new upcoming trend in the industry. It enumerates the food and beverage service techniques and operating procedures in food and beverage task such as mise en place, guest handling procedures, sequence of courses, style of service and beverages. Students will be encouraged to understand and apply the right procedure of serving food and beverage to reflect the current practice in the industry	Upon completing this course students should be able to: 1. explain the fundamentals of food and beverage service (C2, PLO1) 2. perform skills in preparation and serving of guest (P4,PLO3) 3. practice Standard Operating Procedure in food and beverages service with positive attitude and good customer service (A2, PLO8)
4	DTM40123 PRINCIPLES OF ACCOUNTING FOR TOURISM	3	PRINCIPLES OF ACCOUNTING FOR TOURISM AND HOSPITALITY provides basic accounting concepts and principles as well as green accounting in various business transactions. This course gives emphasis on fundamental accounting system and accounts recording procedures generally used within the tourism and hospitality industry.	Upon completing this course students should be able to: 1. discuss the concepts and principles for accounting based on the accounting standards in recording a tourism and hospitality business transaction (C2, PLO1) 2. manage ledger, trial balance, adjustment and financial statement according to a complete accounting cycle (C4,PLO2) 3. display digital and numerical application in preparing complete accounting standards (P3, PLO5)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DTF40164 COMMERCIAL FOODSERVICE OPERA-	4	COMMERCIAL FOODSERVICE OPERA-TIONS cover the knowledge and skills of running various types of foodservice establishment. Students are exposed to menu planning and food production based on services and establishments. Topics discussed will help to develop skills and understanding in the operations of commercial food service with appropriate dine-in environment. Students have the opportunities to organize outdoor catering, run operations of the whole restaurant, and handle food court operation, buffet and fast food restaurant.	Upon completion of this course students will be able to: 1. construct proper menus based on foodservice operation concept in an economical way (P3, PLO3) 2. perform operations of fine dining, catering services, buffet, food court, and fast food restaurant (P4, PLO3) 3. demonstrate sales promotion for different types of foodservice operations (A3, PLO7)
	DTF40153 NUTRITION FOR FOODSERVICE	3	NUTRITION FOR FOODSERVICE introduces students to the importance of nutrition in menu planning either in commercial or non - commercial institutional. This course also exposes students to the science of nutritional studies and substances usually found in food and body and discusses on the factors influencing human dietary practices, disease problems related to food and nutrition	Upon completion of this course, the students should be able to: 1. examine the importance of nutrients and their sources, functions and digestion in menu planning, and its relation to human (C3, PLO1) 2. : determine product labelling on food packaging to allign with consumer's recommended dietary intake . (C4, PLO2) 3. explain the needs of healthy conscious lifestyle among local community (A3, PLO8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DTF40133 FOOD AND BEVERAGE COST CONTROL	3	FOOD AND BEVERAGE COST CONTROL contains various elements of costs associated with food and beverage industry. Students are taught to calculate the cost of food and beverage. They are also introduced to the concept of menu pricing, breakeven and budgeting. This course also emphasizes on production control system associated with cost control techniques.	Upon completion of this the course, students should be able to: 1. explain the attributes which support the understanding of food and beverage cost control in food operation accurately (C2, PLO1) 2. analyze menu for profitability and food costing in food and beverage operation to budget and forecast sales and revenue effectively (C4, PLO2) 3. perform sales report on the cost control attributes for food and beverage correctly (P4, PLO5)
	DTF40072 MUSLIM FRIENDLY HOSPITALITY PRAC-	2	MUSLIM FRIENDLY HOSPITALITY PRACTICE course emphasize on specific services and product which must be taken into consideration and provided by tourism and hospitality businesses. This course covers the application of Muslim friendly hospitality services in various service sectors of tourism and hospitality businesses such as accommodation, foodservice, travel services, recreation, transportation, entertainment and public places. This course will also study, analyse and identify creative solution on issues and/or challenges, related to the implementation of Muslim friendly hospitality services	Upon completion of this course, the students should be able to: 1. determine the key elements of Muslim Friendly Practice needed within tourism and hospitality environment (C4,PLO2) 2. display Muslim Friendly Practice in hospitality and tourism service according to requirement (P3,PLO3) 3. demonstrate Muslim Friendly Practice in hospitality and tourism service ethically (A3,PLO8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DTA4012A HOSPITALITY PROJECT	4	HOSPITALITY PROJECT is catered for the final semester students of diploma programme. It can be implemented individually or in groups. Project coordinator chosen among the lecturers will set the format of the project at the beginning of the semester. The project consists of case studies, scientific research, activities or production-related. Students may be required to make presentations or reports. Each student will be supervised by a lecturer who acts as their project supervisor. , entertainment and public places. This course will also study, analyse and identify creative solution on issues and/or challenges, related to the implementation of Muslim friendly hospitality services	Upon completion of this course, student should be able to: 1. complete a proposal project consisting case studies, environmental research, eco-friendly services or products that is aligned with project procedures and guidelines accurately (C3, PLO 1) 2. document a complete report based on the project conducted that consisting of results, analysis, discussion and recommendations in proper format (C4, PLO2) 3. construct specific project that will benefit to the tourism and hospitality industry confidently (P3, PLO3)
	DTF50063 DESIGN AND LAYOUT FOR FOODSER-	3	DESIGN AND LAYOUT FOR FOODSERVICE FACILITIES introduces all aspects in planning and designing a proper food-service establishment. Students will be able to plan, apply basic design, execute space analysis and conduct pre-selection of equipment base on the environmental friendly in foodservice industry.	Upon completion of this course, students should be able to: 1. : examine the importance principles in foodservice design and layout (C3, PLO1) 2. determine basic design and layout concept for a proper foodservice establishment that could encounter any technical and maintenance problems (C4, PLO2)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DTF50173 FOOD LAW AND REGULATIONS	3	FOOD LAWS AND REGULATIONS covers basic concepts and applications of legal and trend issues in foodservice industry. Students are introduced to Malaysian legal system, laws, acts and policies relating to foodservice industry. In addition, this course also covers Halal Food Legal Control and related Fatwa. A case study in foodservice industry is evaluated to identify facts, legal issues and related laws applied. .	Upon completion of this course, student should be able to: 1. examine the main elements in Malaysian legal system (C3,PLO1) 2. classify the Food Law, Halal Food Legal Control and Fatwa in foodservice industry . (C4, PLO2) 3. : explain the related law and regulations to handle legal issues in foodservice industry (A3, PLO8)
	DTF50184 HALAL ASSURANCE SYSTEM	4	HALAL ASSURANCE SYSTEM enables students to learn more in depth on Malaysia halal certification, starting from the requirements of halal certification, Malaysian Standards pertaining to halal matters, the development of halal file, the quality control through Halal Assurance System (HAS), and the auditing process implementation as a part of quality control.	Upon completion of this course, students should be able to: 1. manage halal assurance system according to JAKIM halal certification instructional modules (C4, PLO2) 2. construct halal assurance system establishment process through proper documentation and auditing process (P3,PLO3) 3. comply strictly with the halal certification requirements (A2, PLO8)

SYNOPSIS & COURSE LEARNING

EMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DYA30073 GREEN TECHNOLOGY COMPLI-	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	Upon completion of this course, students should be able to: 1. explain green fundamentals and practices of green technology (C3, CLS 2) 2. display green technology and practices concept in related areas within the industry in Malaysia (P4, CLS 3a) 3. : demonstrate green economy and green culture challenges to implement green programmes (A3, CLS 3b) 4. propose design project through presentation drawings, models and verbal communication (A3, PLO3)
6	DUT60019 INDUSTRIAL TRAINING	9	INDUSTRIAL TRAINING prepares students with employability skills and current industrial technologies in actual working 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 work-	Upon completion of this course students should be able to:- 1. perform duties in accordance with job requirements at the workplace(P4 ,CLS 3a) 2. display effective communication and social skills at the workplace (A5 ,CLS 3b) 3. integrate values, attitudes and professionalism effectively at the workplace (A4, CLS 5) 4.: develop responsibility of leadership and teamwork at the workplace (A4, CLS 3d) 5.organize information management appropriately at the workplace (P4, CLS 3c)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
6	DUD10012 DESIGN THINKING	2	This course offers the basic concept of Design Thinking through experiential learning. Studentslearn the five iterative phases of Design Thinking, which are Empathy, Define, Ideate, Prototype and Testing. Students will apply these design thinking principles, process and techniques to solve a real-world problem and come up with an innovative solution in the form of a product, system or service prototype.	Upon completion of this course students will be able to: 1. Apply design thinking principles, process and techniques to solve a real-world problem innovatively (C3, CLS 2) 2. Demonstrate the ability to communicate ideas in solving a real-world problem (A3, CLS 3b) 3. sketch building component consist of construction on timber and steel. (P4, PLO2)

HIGHER ACADEMIC PATH-

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
UTM UNIVERSITI TEKNOLOGI MALAYSIA	• 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
UNIVERSITI TEKNOLOGI MARA	• 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
UPM UNIVERSITI PUTRA MALAYSIA	• 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 PATH-

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
UNIVERSITI KEBANGSAAN MALAYSIA — National University of Malaysia	• Bachelor of Science Architecture with Hons. • Bachelor of Civil Engineering (Environment) with Honours • Bachelor of Civil Engineering (Structural) with Honours	**Universiti Kebangsaan** Malaysia, 43600 UKM, Bangi Selangor, Malaysia l Tel : (6)03 8921 5555 l Fax : (6)03 8921 5555 www.ukm.my
USM UNIVERSITI SAINS MALAYSIA	• Bachelor of Science (Housing, Building & Planning)(Hons.)	**Universiti Sains Malaysia,** 11800 USM Pulau Pinang Malaysia Tel : (6)04-653 3888 Fax : (6)04-658 9666 www.usm.my
UNIVERSITI MALAYA KUALA LUMPUR	• Bachelor of Science Architecture	**University of Malaya,** 50603 Kuala Lumpur, MALAYSIA Tel : (6) 03-7967 7022/3273 Fax : (6)03-7956 0027 www.um.edu.my
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	• Bachelor of Science in Architectural Studies (Hons)	**International Islamic University Malaysia,** P.O. Box 10, 50728 Kuala Lumpur Tel : (6) 036196 4000 Fax: (6) 036196 4053 www.iium.edu.my

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.

LIST OF STAFF

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

Name: Rasyidah binti Abd Rahman
Position: Head of Course (Mathematics)
Majoring: Information Technology
Ext: 7002
Email: rasyidah@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: Aminah Binti Ishak
Position: Lecturer
Majoring: Mechanical Engineering
Ext: 7009
Email: aminah@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

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

Name: Ruzaihan Bin Jaafar
Position: Lecturer
Majoring: Computer Science
Ext: 7004
Email: ruzaihan@pmm.edu.my

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

Name: Noor Hapizah Binti Abdullah
Position: Lecturer
Majoring: Civil Engineering
Ext: 7006
Email: noorhapizah@pmm.edu.my

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

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

Name: Nurul Jehan Binti Jemain
Position: Lecturer
Majoring: Civil Engineering
Ext: 7009
Email: nuruljehan@pmm.edu.my

Name: Azrina Binti Mohmad Sabiri
Position: Lecturer
Majoring: Science Computer
Ext: 7008
Email: azrina@pmm.edu.my

Name: Nur Rafiqah Binti Hj Rosli
Position: Lecturer
Majoring: Mechanical Engineering
Ext: 7008
Email: nurrafiqah@pmm.edu.my

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

Name: Siti Noor Sarah Binti Daud
Position: Lecturer
Majoring: Mathematics
Ext: 7006
Email: sitinoorsarah@pmm.edu.my

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

Name: Suhana Binti Sabran
Position: Lecturer
Majoring: Civil Engineering
Ext: 7008
Email: suhanasabran@pmm.edu.my

Name: Norzaliza Binti Mohamed Nor
Position: Lecturer
Majoring: Science
Ext: 7008
Email: norzaliza@pmm.edu.my

LIST OF STAFF

Name: Rohafiza Binti Md Darus
Position: Lecturer
Majoring: Science Geomatic And Survey
Ext: 7009

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 Falil
Position: Lecturer
Majoring: Electrical Engineering
Ext: 7008
Email: norfarhana@pmm.edu.my

Name: Mohd Syakirin Bin Ismail
Position: Lecturer
Majoring: Electrical Engineering
Ext: 7007
Email: mohdsyakirin@pmm.edu.my

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

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

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

Name: Mohd Shahrizan Bin Kasmuri
Position: Operational Assistant
Ext: 7006
Email: shahrizan@pmm.edu.my
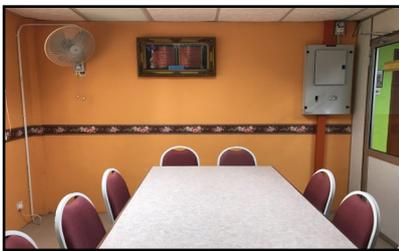
FACILITIES

TECC

Computer Laboratory

Classroom

Science Laboratory

Discussion Room

Lecturer Meeting Room

Prayer Room

Gazebo

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DBC20012	2	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.	Upon completion of this course, students should be able to: CLO1 : Display the ability to apply application software in office environment (P3 , CLS 4) CLO2 : Perform inquisitive mind to develop lifelong learning skills in information and technology skills (A5 , CLS 3c) CLO3 : Apply information and technology skills in office environment (C3 , CLS 3b)

DEPARTMENT OF GENERAL

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. In addition, Arabic Language and Mandarin courses are currently offered as an elective subject for the Tourism and Hospitality Department's students.

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 22 lecturers while the Islamic Education and Moral Studies unit has a total number of 20 lecturers. Furthermore, the department has two language laboratories 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

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
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: Munirah Binti Mustaffa
Position: Lecturer
Majoring: Pend.Islam & Moral
Ext: 8006
Email: munirah_m@pmm.edu.my

Name: Mohd Haikal Akashah 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: shahrizah@pmm.edu.my

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

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	**MPU21032** Penghayatan Etika dan Peradaban	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.	CLO1 : membentangkan konsep etika dan peradaban dalam kepelbagaian tamadun. (A2 , CLS 5) CLO2 : menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia. (A2 , CLS 5) CLO3 : mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban. (A3 , CLS 4)
	DUE10012 Communicative English 1	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.	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) CLO2 : Demonstrate awareness of values and opinions embedded in texts on current issues (A3 , CLS 3b) CLO3 : Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills (A2 , CLS 4)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	Pelancongan dan Hospitaliti dalam Islam* MPU23072	2	PELANCONGAN DAN HOSPITALITI DALAM ISLAM memberi pengetahuan tentang konsep Islam sebagai al-Din dan seterusnya membincangkan konsep pelancongan dan hospitaliti mengikut perspektif Islam. Ia merangkumi penyediaan rumah penginapan, makanan, layanan terhadap tetamu dan hubungan alam sekitar dalam bidang pelancongan. Seterusnya membincangkan konsep asas kaedah fiqh, nilai-nilai kebersihan dan estetika Islam dalam bidang tersebut	CLO1 : Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian (A2 ,CLS 4) CLO2 : Menerangkan etika dan profesionalisme berkaitan pelancongan dan hospitaliti dalam Islam (A3 ,CLS 5) CLO3 : Menghubungkaitkan minda ingin tahu dengan prinsip syariah dalam bidang pelancongan dan hospitaliti menurut perspektif Islam (A4 , CLS 4)
	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	CLO1 : Membincangkan sejarah dan nilai dalam pembentukan masyarakat di Malaysia (A2 , CLS 4) CLO2 : Menerangkan etika dan profesionalisme terhadap konsep perpaduan bagi meningkatkan semangat patriotisme masyarakat Malaysia (A3 , CLS 5) CLO3 : Menghubungkait minda ingin tahu dengan cabarancabaran dalam membentuk masyarakat Malaysia (A4 , CLS 4)

SYNOPSIS & COURSE LEARNING

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.	CLO1 : Describe a product or service effectively by highlighting its features and characteristics that appeal to a specific audience (A3 , CLS 3b) CLO2 : Describe processes, procedures and instructions clearly by highlighting information of concern (A3 , CLS 4) CLO3 : Demonstrate effective communication and social skills in handling enquiries and complaints amicably and professionally (A3 , CLS 3b)
5	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.	CLO1 : Present gathered data in graphs and charts effectively using appropriate language forms and functions (A2 , CLS 3b) CLO2 : Prepare a high impact resume and a cover letter, highlighting competencies and strengths that meet employer's expectations (A4 , CLS 4) CLO3 : Demonstrate effective communication and social skills in handling job interviews confidently (A3 , CLS 3b)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	MPU22042	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 bersistematik (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 sporst 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.
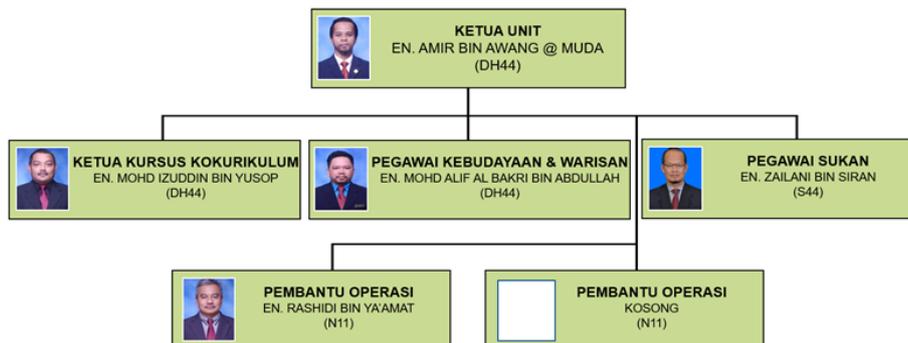
The cultural and heritage sub-unit is responsible for the management and organization of the implementation of arts and cultural programmes in PMM. This sub-unit also helps students and polytechnics in particular in the handling of protocol and etiquette such as convocation ceremony.

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 Cocuricullum 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

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 Cocuricullum 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

```
                        KETUA UNIT
                EN. AMIR BIN AWANG @ MUDA
                         (DH44)
        ┌───────────────────┼───────────────────┐
KETUA KURSUS KOKURIKULUM   PEGAWAI KEBUDAYAAN & WARISAN    PEGAWAI SUKAN
EN. MOHD IZUDDIN BIN YUSOP  EN. MOHD ALIF AL BAKRI ABDULLAH  EN. ZAILANI BIN SIRAN
        (DH44)                      (DH44)                      (S44)
                        ┌───────────┴───────────┐
                PEMBANTU OPERASI            PEMBANTU OPERASI
                EN. RASHIDI BIN YA'AMAT          KOSONG
                      (N11)                      (N11)
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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 DEVELOP-

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

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 Affair Officer (Recruitment & Data)	Ext : 1181 Email: azrina@pmm.edu.my
En Mohd Shafie Bin Osman Students Affair Officer (Welfare & Discpline)	Ext : 1184 Email: mohdshafie@pmm.edu.my
En Mohd Izwan Bin Md. Pojan Students Affair 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

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

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.
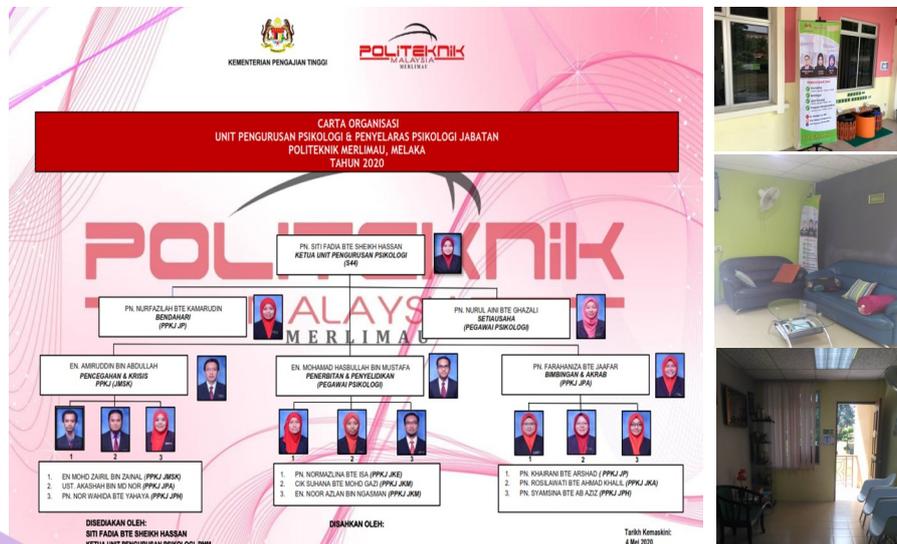
UNIT OF RESEARCH AND IN-
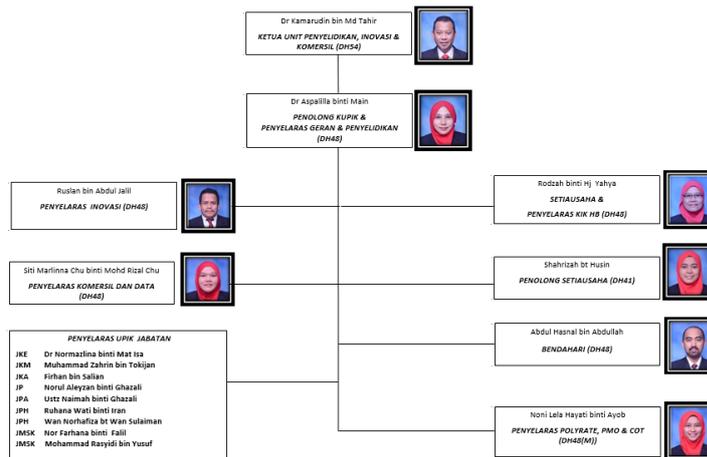
Introduction

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.

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 ASSUR-

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.
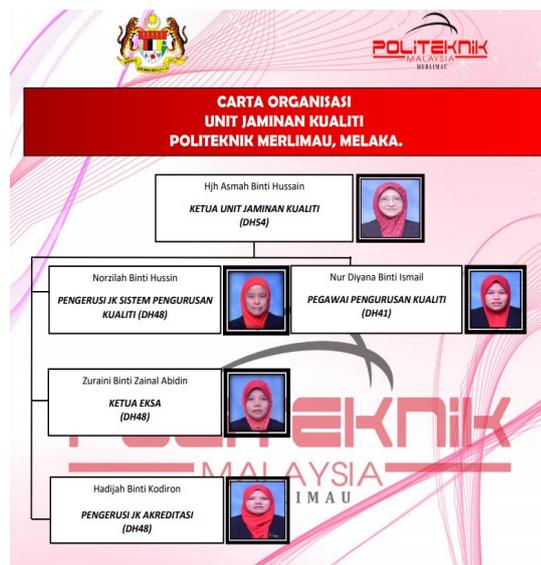
UNIT OF CISEC

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

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.

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
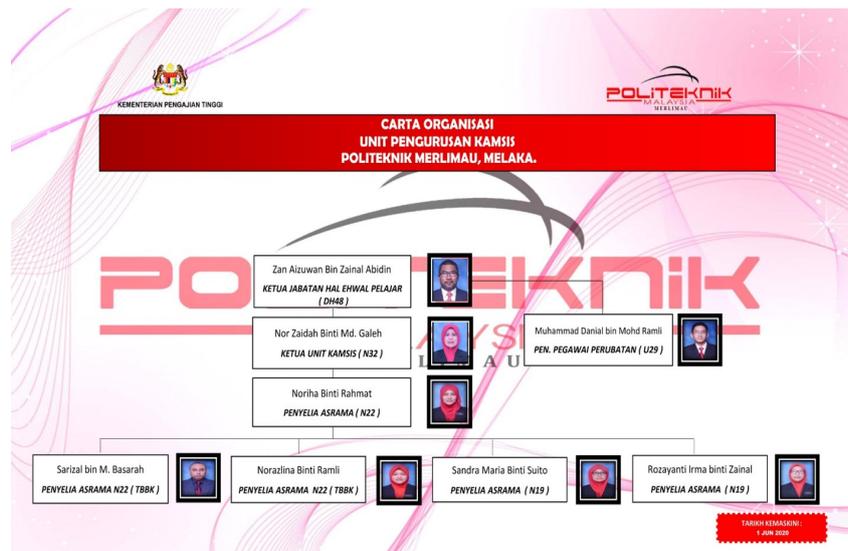
UNIT OF ENTREPRENEURIAL

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.

DEVELOPMENT

- PLUS
  - Seminar
  - Entrepreneurship Club

- Incubator
- Kiosk
- Siswapreneur Carnival
- Online Business

- Junior Billionaires
- Funding
- Business Matching

CULTURING

STRENGHTEN

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

ARD EDITORIAL BOARD