



PROGRAMME HANDBOOK

COMMERCE DEPARTMENT

AD
DIPLOMA
ACCOUNTANCY
IN
(CDAT)

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Sixth Edition

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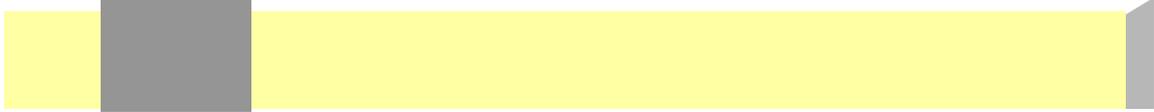


TABLE OF CONTENTS

No	Content	Page
1.	Preface	1
2.	Introduction	3
3.	Vision and Mission	4
	3.1 Department of Polytechnic Education	
	3.2 Politeknik Merlimau	
4.	Management Organisation Chart	5
5.	Outcome Based Education (OBE)	6
6.	E- Learning	11
7.	Department of Commerce	
	7.1 List of Staff	14
	7.2 Facilities	18
	7.3 Programme Overview of Diploma in Accountancy	21
	7.4 Higher Academic Pathway	39
8.	Ancillary Departments	
	8.1 Department of General Studies	41
	8.2 Department of Mathematics, Science and Computer	48
	8.3 Unit of Sports, Co-Curriculum and Cultural	52
	8.4 Department of Student Affair and Development	56
	8.5 Unit of Examination	57
	8.6 Unit of Training and Continuing Education	58
	8.7 Unit of Library	59
	8.8 Unit of Psychology and Career	60
	8.9 Unit of Research and Innovation	61
	8.10 Unit of Industrial Liaison and Training	62
	8.11 Unit of Quality Assurance	63
	8.12 Unit of CISEC	64
	8.13 Unit of Kamsis	65
	8.14 Unit of Entrepreneurship	67
9	Editorial Board	68

PREFACE



Bismillahirrahmanirrahim

Assalamualaikum w.b.t and Salam Sejahtera.

Dear Students,

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

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

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

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

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

Thank you.

Sincerely,

Mohd Hatta bin Zainal

Director

Politeknik Merlimau

PREFACE

Bismillahirrahmanirrahim

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



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

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

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

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

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

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

Sincerely,

Haniza Binti Baharom

The Head Department of Commerce

Politeknik Merlimau

INTRODUCTION



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

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

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

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

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

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

VISION & MISSION



VISION
To Be the
Leading-Edge
TVET Institution



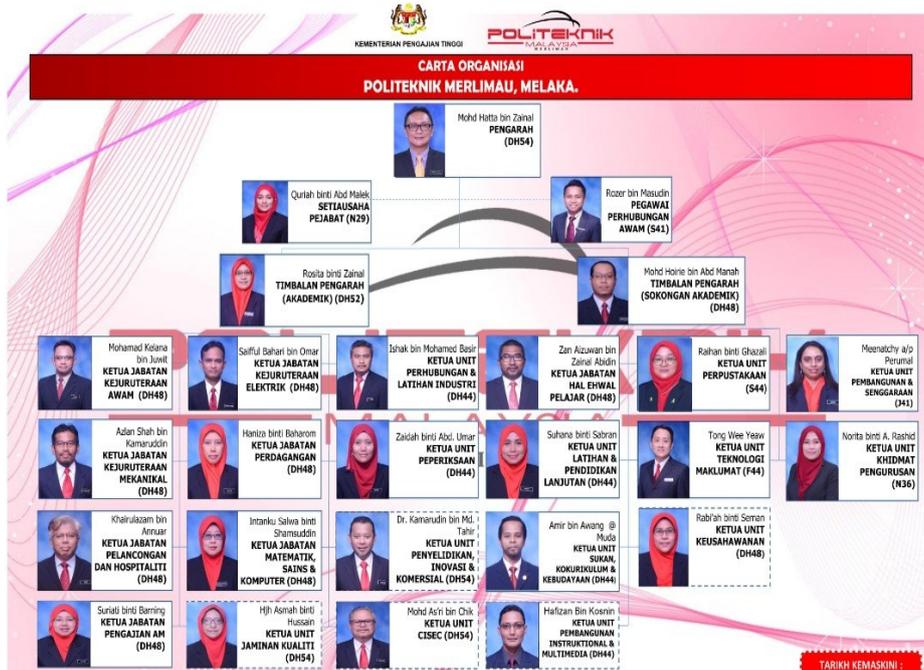
TAG LINE
Expertise For
Excellence, X4X

MISSION

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



MANAGEMENT ORGANISATION



OUTCOME BASED EDUCA-

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

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

In brief, OBE answers the following questions:

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

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

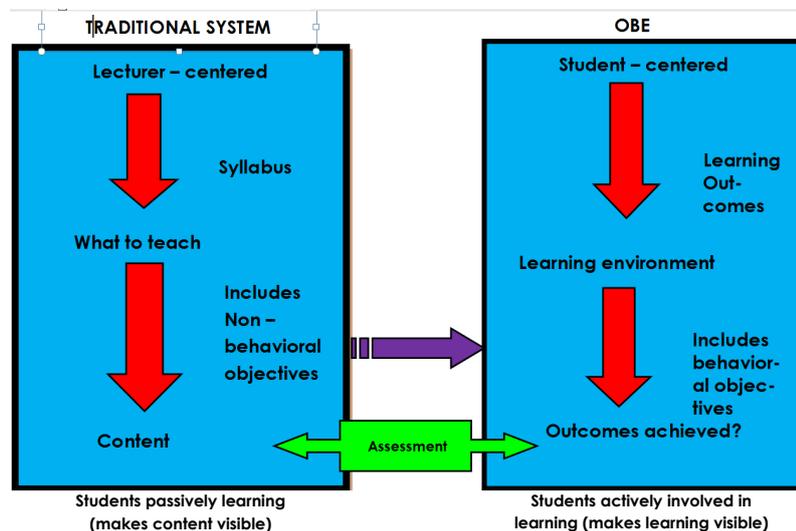
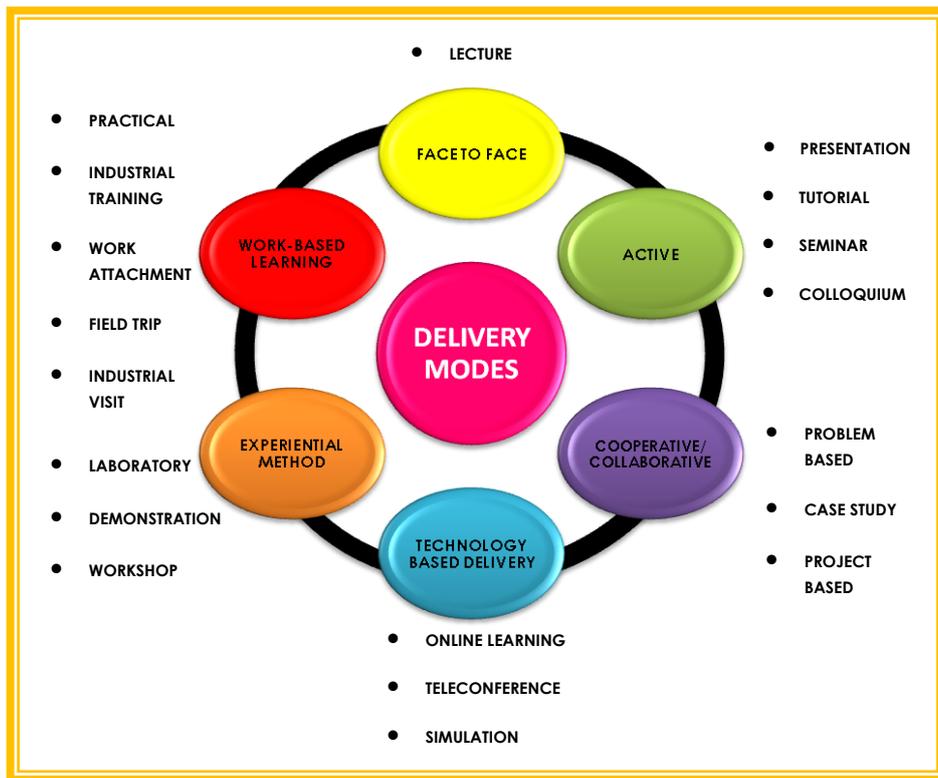


Figure 5.1: A Paradigm Shift for Educational System

OUTCOME BASED EDUCA-

DELIVERY MODES

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



OUTCOME BASED EDUCA-

OBE EDUCATIONAL FRAMEWORK

Programme Educational Objectives (PEO):

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

Programme Learning Outcomes (PLO):

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

Course Learning Outcomes (CLO):

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

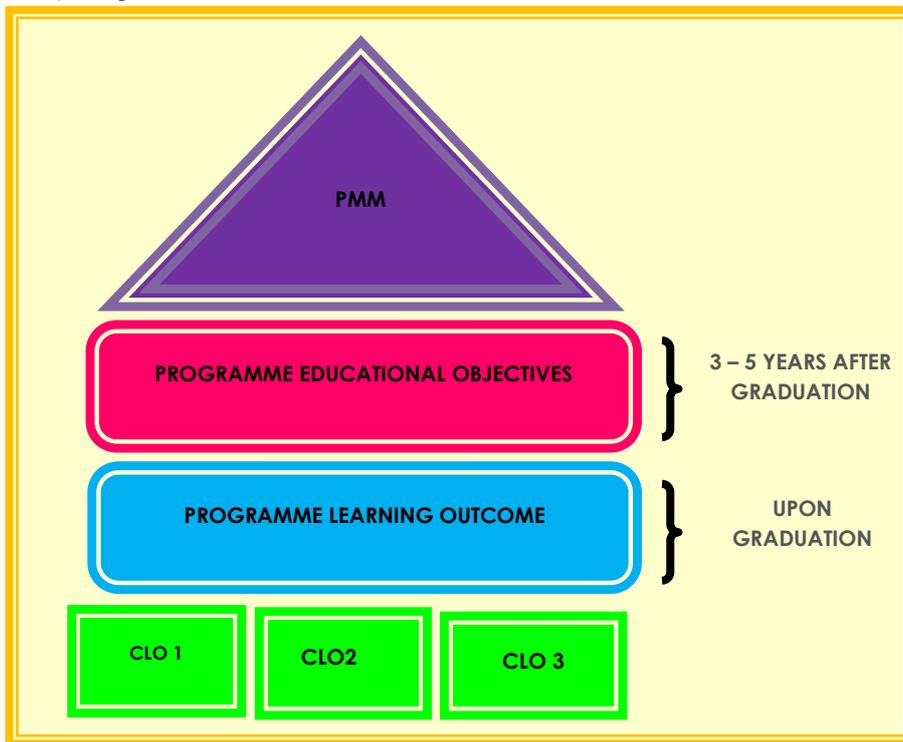


Figure 5.3 : OBE Educational Framework

OUTCOME BASED EDUCATION

FORMATION OF LEARNING OUTCOMES

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

MQF LEVEL	Summary of Learners' Profile	CLUSTER 1: Knowledge and Understanding	CLUSTER 2: Cognitive skills	CLUSTER 3: FUNCTIONAL WORK SKILLS				CLUSTER 4: Personal and entrepreneurial skills	CLUSTER 5: Ethics and Professionalism
				Practical skills	Interpersonal and Communication Skills	Digital and Numeracy Skills	Leadership, Autonomy and Responsibility		
Level 4 DIPLOMA	Learners will have a broad knowledge of the general theories, principles and demonstrate skills in a focused area of study/ discipline enabling them to undertake specialized work leading to a career path in technical, professional or management fields. Learners express interest in pursuing further education. Learners will have a commitment for appropriate ethical behavior and express an appreciation of national aspirations within global perspectives.	Demonstrate systematic comprehension (understanding) of a broad range of complex technical and theoretical knowledge and skills to undertake varied, complex, routine and non-routine tasks/ study within a field/ 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, 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.

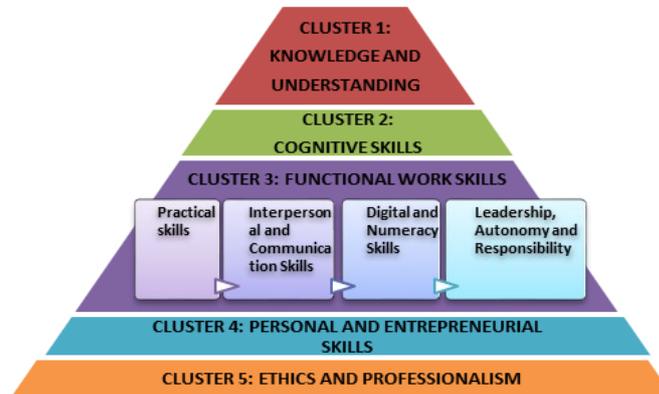


Figure 5.4 :Competency Domain to be applied in MQA Outcomes

(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.

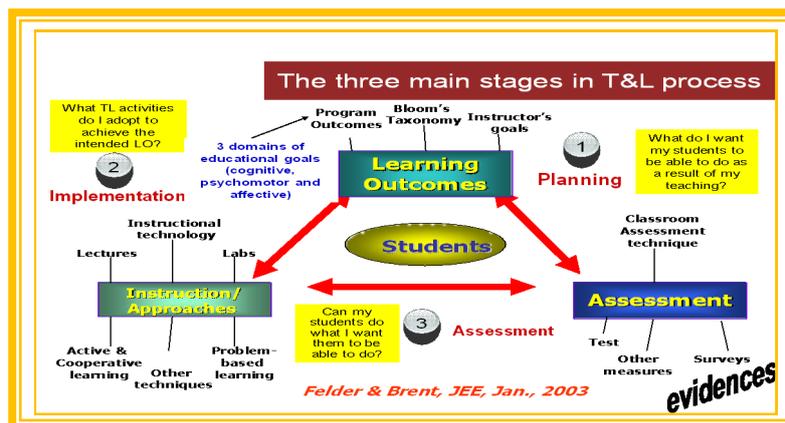


Figure 5.5 : Three Main Stage in Learning and Teaching Process

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).

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UNIT OF E-LEARNING

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FACILITIES



TECHNOLOGY ENABLE CLASS ROOM



TECHNOLOGY ENABLE CLASS ROOM



CLASSROOM



CLASSROOM



COMPUTER LABORATORY



SEMINAR ROOM



LECTURE HALL

FACILITIES



COUNT ON ME OFFICE ENTRANCE



COUNT ON ME OFFICE ENTRANCE



POLYCAMEO STUDIO



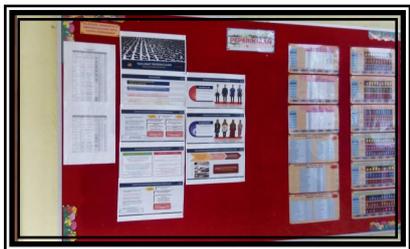
POLYCAMEO STUDIO



COMMERCE CLUB



ENTREPRENEURSHIP KIOSK



INFORMATION AREA



INFORMATION AREA

FACILITIES



DISCUSSION AREA

DISCUSSION AREA



DATARAN MILLENIUM

DATARAN MILLENIUM



RECREATIONAL AREA

RECREATIONAL AREA

DIPLOMA IN ACCOUNTANCY

Programme Overview

Introduction

A career in accounting profession offers an excellent job prospect and great opportunity for career advancement. This profession is highly in demand as they are required in all sectors. The body of knowledge in accounting is to develop and communicate the financial information to stakeholders and other related parties for the purpose of decision making. Therefore, the need for graduates with adequate knowledge, skills and values in accounting is essential to fulfil the task. In addition, to meet the demand of producing 60,000 accountants by the year 2030, as part of nation's talent-building agenda, the government will continue to strengthen the education system to ensure graduates are equipped with the right qualities and skills in line with the era of industrial revolution 4.0 (IR 4.0). (ASC, 2018). Department of Polytechnic and Community College Education (DPCCE) takes initiative to meet this demand by offering the Diploma in Accountancy programme. The department hopes this programme will be a platform in providing continuous career advancement in the accounting field.

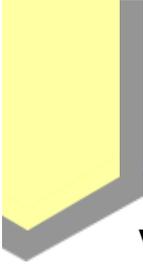
Synopsis

The Diploma in Accountancy programme is designed to equip graduates with knowledge and skillsets through integrated educational experience in accounting disciplines including areas and sub-areas of financial and management accounting, auditing, taxation, finance, professional ethics as well as management knowledge, digital information, entrepreneurship, and interpersonal development. The objective of this programme is to provide the accounting education at SME professional level to meet the demands of both the public and private sectors. This programme is governed by both local and international accounting standards in accordance to requirements of accounting professional and other regulatory bodies in Malaysia to comply with the Programme Standards of Accounting issued by Malaysian Qualification Agency (MQA).

Job Prospects

Students graduating from this programme will be able to land various job opportunities either in public or private sector. The knowledge, skills and abilities that the students acquire from the programme will enable them to become:

- | | |
|---------------------------------|----------------------|
| a. Account Assistant | f. Tax Technician |
| b. Account officer / executives | g. Finance Assistant |
| c. Accounting Technician | h. Entrepreneur |
| d. Audit Assistant | i. Custom Officer |
| e. Tax Assistant | |



DIPLOMA IN ACCOUNTAN-

Vision

To be the Leading-Edge TVET Institution

Mission

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

Educational Goal

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

Programme Aims

This programme believes every individual has potential to foster accounting skills and responsible accounting professional at SME level in supporting national agenda to achieve competitive and advanced economics driven by high skills resources.

Programme Educational Objectives (PEO)

Diploma in Accountancy programme shall produce semi-professionals accounting practitioners who are:

- PEO1: Knowledgeable and technically competent in accounting discipline in line with the industry requirement
- PEO2: Able to integrate values, attitudes, professionalism and social skills in engaging with society and stakeholders
- PEO3: Adopt the roles of a leader and a team member, and communicate effectively to provide data driven solutions for accounting problems
- PEO4: Proactively acquire new knowledge and skills for career advancement and innovatively manage resources and information

DIPLOMA IN ACCOUNTANCY



Programme Learning Outcomes (PLO)

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

PLO1: Discuss knowledge of accounting and related field in an organization

PLO2: Apply financial and non-financial information in decision making process

PLO3: Prepare financial statements and internal reports that comply with approved standards and provide tax, audit and other accounting related services

PLO4: Demonstrate effective communication to relevant stakeholders in all aspects of decision making

PLO5: Apply various types of digital application ethically and propose data driven solutions

PLO6: Develop leadership to manage diverse team in order to be effective members in organisation

PLO7: Demonstrate a commitment to continue in professional development and possess entrepreneurial skills

PLO8: Demonstrate positive values, ethics and accountability with professional scepticism in engaging with society and stakeholders

PROGRAMME STRUCTURE

COMPONENTS	COURSE CODE	COURSE	CONTACT HOURS			CREDIT
			L	P	T	
SEMESTER 1						
Compulsory	DUE10012	Communicative English 1	1	0	2	2
	MPU21032	Penghayatan Etika dan Peradaban	1	0	2	2
	MPU24XX1	Sukan	0	2	0	1
	MPU24XX1	Unit Beruniform 1				
Common Core	DPB20053	Business Mathematics	3	0	1	3
	DPB10013	Microeconomics	3	0	1	3
Discipline Core	DPA10013	Financial Accounting 1	2	2	0	3
	DPA10023	Computer Application in Accounting	1	4	0	3
TOTAL			25			17
SEMESTER 2						
Compulsory	MPU23012	Pengajian Islam*	1	0	2	2
	MPU23042	Nilai Masyarakat Malaysia**				
	MPU24XX1	Kelab / Persatuan	0	2	0	1
	MPU24XX1	Unit Beruniform 2				
Common Core	DPB10023	Principles of Management	3	0	1	3
	DPB20033	Macroeconomics	3	0	1	3
	DPB30073	Business Law	3	0	1	3
Discipline Core	DPA20033	Financial Accounting 2	2	2	0	3
	DPA20043	Computerised Accounting System	1	4	0	3
TOTAL			26			18
SEMESTER 3						
Compulsory	DUE30022	Communicative English 2	1	0	2	2
Common Core	DPB40103	Organizational Behaviour	3	0	1	3
Discipline Core	DPA30053	Financial Accounting 3	2	2	0	3
	DPA30063	Financial Management 1	2	2	0	3
	DPA30073	Cost and Management Accounting 1	2	2	0	3
	DPA30083	Company Law	3	0	1	3
TOTAL			23			17
SEMESTER 4						
Compulsory	MPU22012	Entrepreneurship	1	0	2	2
Discipline Core	DPA40093	Financial Accounting 4	2	2	0	3
	DPA40103	Financial Management 2	2	2	0	3
	DPA40113	Cost & Management Accounting 2	2	2	0	3
	DPA40123	Audit 1	2	2	0	3
	DPA40133	Malaysian Taxation 1	2	2	0	3
TOTAL			23			17

PROGRAMME STRUCTURE

SEMESTER 5						
Compulsory	DUE50032	Communicative English 3	1	0	2	2
Discipline Core	DPA50143	Financial Accounting 5	2	2	0	3
	DPA50153	Audit 2	2	2	0	3
	DPA50163	Malaysian Taxation 2	2	2	0	3
	DPA50173	Professional Ethics	2	2	0	3
TOTAL			19			14
SEMESTER 6						
Industrial Training	DUT60019	Industrial Training	0	0	0	9
TOTAL			0			9
TOTAL CREDIT VALUE						92

ELECTIVES						
NONE						
FREE ELECTIVES						
1	DUD10012	Design Thinking	1	0	0	2

	TOTAL CREDIT	%
i. (a) Compulsory	14	15%
(b) Compulsory	2 ^a	0%
ii. Common Core	18	20%
iii. Discipline Core	51	55%
iv. Specialization	0	0%
TOTAL CREDIT	83	
v. (a) Electives	0	0%
(b) Free Electives	2 [*]	0%
vi. Industrial Training	9	0%
GRAND TOTAL CREDIT	92	100%

	TOTAL HOURS	%
i. Lecture	57	49%
ii. Practical	40	34%
iii. Tutorial	19	16%
TOTAL CONTACT HOURS	116	100%

Legend / Notes:

L : Lecture, P : Practical/Lab, T : Tutorial, O : Others

(The numbers indicated under L, P & T represent the contact hours per week, to be used as a guide for time table preparation)

* For Muslim Students ** For Non Muslim Students

Notes:

- The minimum & maximum credit value of electives must be referred to the programme standard or professional bodies
- *Free Electives are courses which are not included in any programme structure but if taken, will contribute towards students's CGPA, provided that institution adhere to the Jabatan Pendidikan Politeknik & Kolej Komuniti Free Electives Guidelines
- 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
- Co-curriculum pathways
 - Path 1 : Sport and Club
 - Path 2 : Uniform Unit (Students are required to PASS Uniform Unit 1 as a pre-requisite to Uniform Unit 2)
- Clusters :
 - CLS 1 : Knowledge & Understanding
 - CLS 2 : Cognitive Skills
 - CLS 3a : Practical Skills
 - CLS 3b : Interpersonal & Communication Skills
 - CLS 3c : Digital & Numeracy Skills
 - CLS 3d : Leadership, Autonomy & Responsibility
 - CLS 4 : Personal & Entrepreneurial Skills

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DPA10013 FINANCIAL ACCOUNTING 1	3	<p>FINANCIAL ACCOUNTING 1 helps students to develop knowledge and understanding of accounting concepts and principles, as well as to develop the capability to perform the basic accounting function. This course will cover in depth on recording, processing and reporting business transactions and events. Students will be able to prepare trial balance and financial statements in accordance to accounting standard.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Construct precisely complete accounting cycle in accordance with the approved accounting standards (C3, PLO1) 2. Prepare accurately financial statement by applying knowledge based on the relevant financial information in accordance with the approved accounting standard (P2, PLO3) 3. Demonstrate the positive value of accounting concepts in accordance to the appropriate conceptual framework (A3, PLO4)
	DPA10023 COMPUTER APPLICATION IN ACCOUNTING	3	<p>COMPUTER APPLICATION IN ACCOUNTING provides knowledge and skills to students relating to basic components of computer systems, usage of internet and its implication in accounting. This course also exposes students to different types of software applications. The students will be able to produce documents, spreadsheets, charts and presentations concisely</p>	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> 1. Acquire the knowledge of computer system and its applications area in the accounting field (C3, PLO1) 2. Construct the financial data and reports by using an appropriate application tools that relevant to the accounting field (P3, PLO3) 3. Organize the financial information by using an appropriate application tools that relevant to the accounting field (A3, PLO4) 4. Perform a presentation of financial report by using an appropriate application tools that relevant to the accounting field application tools that relevant to the accounting field (P4, PLO5)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	DPB20053 BUSINESS MATHEMATICS	3	<p>BUSINESS MATHEMATICS provides knowledge of various basic mathematical concepts, management problems and basic operational research techniques based on financial and quantitative methods. The course emphasizes the application of mathematical concepts and solutions in business and management. This course provides information and exposes the student to basic practices in the world of business and finance.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply business mathematics problems using the various basic equation and formula algebraically or graphically. (C3, PLO1) 2. Calculate accurately the business mathematical concepts and formulation in solving management problem issue. (C3, PLO2) 3. Clarify precisely the concept of interest on financial and business practices in Malaysia. (A2, PLO5)
	DPB10013 MICROECONOMICS	3	<p>MICROECONOMICS provides information on concepts and basic principles related to microeconomics problems. The course emphasises the demand and supply theory, elasticity and production as well as market equilibrium. It also provides information on how to determine the efficiency of a market, and how to evaluates the costs and benefits of government intervention in a market</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain basic theory and concepts of microeconomics. (C2, PLO1) 2. Apply the knowledge of microeconomics theories to solve the business problems. (C3, PLO5) 3. Discuss clearly the impact of economic changes towards market equilibrium. (A2, PLO7)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DPA20033 FINANCIAL ACCOUNTING 2	3	<p>FINANCIAL ACCOUNTING 2 covers topic on accounting for cash and cash equivalents, inventories, plant, properties and equipment, trade receivables, trade payables, provisions and contingent liabilities / assets, revenues and expenses and also partnership. This course will help student to gain a comprehensive understanding on various category of adjustments. Thus, the students will be able to extract the financial statements in accordance to approved accounting standards.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply relevant accounting treatment in compliance with Approved Accounting Standards (C3, PLO2) 2. Prepare financial statement by interpreting the financial and non-financial information with the relevant Approved Accounting Standards (P2, PLO3) 3. Explain comprehensively the related Approved Accounting Standards in preparing relevant financial statements (A3, PLO4)
	DPA20043 COMPUTERISED ACCOUNTING SYSTEM	3	<p>COMPUTERISED ACCOUNTING SYSTEM is generally a computer-based method for tracking accounting activity in conjunction with information technology resources. It offers skills to use computer as an accounting tool in producing a full set of account. Students will use the computer for recording transaction and producing financial report. The computer will also be used to analyze financial reports by management. In addition, student will be exposed to the latest technology trend in accounting and other external sources attempting to collected information</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Provide explanation on the characteristic, role, structure, concept and functions of Accounting Information System (AIS) (C3, PLO1) 2. Explain the appropriate task in analysing the accounting report with proper technics and procedure (P2, PLO3) 3. Organise financial data to prepare full set of accounts by using computerised accounting system (P2, PLO5) 4. Discuss clearly information system and technology control use in accounting (A2, PLO4)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	DPB10023 PRINCIPLES OF MANAGEMENT	3	<p>PRINCIPLES OF MANAGEMENT provide information on basic functions in management which consists of planning, organizing, leading, controlling, staffing and decision making as practiced in the organization. This course emphasizes the principles in management functions to ensure the efficiency and the effectiveness of in the organizations.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain the basic functions of management in an organization. (C2, PLO1) 2. Demonstrate the theories and functions of management towards the achievements of organisational goals. (C3, PL04) 3. Practice the process of management's four functions: planning, organizing, leading, and controlling (A2, PLO6)
	DPB20033 MACROECONOMICS	3	<p>MACROECONOMICS provides information on the concepts of economics. The course emphasizes the role of economics sectors in determining the GDP. This course also provides information on the importance of government policy to overcome the economic problem</p>	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> 1. Explain the impact of macroeconomics problems to the economic system in current economic trend. (C2, PLO1) 2. Use the national income data and theories to evaluate the performance of an economy. (C3, PLO5) 3. Describe the importance of macroeconomic theories to overcome the economic problems (A2, PLO7)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	Synopsis	CLO
2	DPR30073 BUSINESS LAW	3	<p>BUSINESS LAW provides knowledge regarding legal aspects and conducts of business transactions in Malaysia. The course is related to an introduction to the legal principles in Malaysia, basic principles of contracts, legal aspects of business entities, agency and sale of goods.</p>	<p>Upon completion of this course students should be able to:-</p> <ol style="list-style-type: none"> 1. Discuss the sources, legal aspects and conducts of business transactions under the Malaysian law. (C2, PLO1) 2. Apply the concepts and principles of business law in Malaysia in related business activities. (C3, PLO2) 3. Adopt ethically and professionally the practices of business law in Malaysia. (A3, PLO8)
3	DPA30053 FINANCIAL ACCOUNTING 3	3	<p>FINANCIAL ACCOUNTING 3 covers topic on Intangible Assets, Equity Share, Issuance, Redemption And Conversion of Loan Instruments, Preparation Financial Statement For Company and Statement Of Cash Flows. Thus, the students will be able to extract the financial reporting in accordance to approved accounting standards.</p>	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Illustrate financial reporting by applying theoretical knowledge of financial and non-financial information in assisting decision process in accordance with Approved Accounting Standards (C4, PLO1) 2. Construct financial reporting by applying relevant Approved Accounting Standards (P3, PLO2) 3. Interpret properly financial information to prepare the relevant financial reporting by following Approved Accounting Standards (A2, PLO3)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DPA30063 FINANCIAL MANAGEMENT 1	3	<p>FINANCIAL MANAGEMENT 1 focuses on the basic principles and techniques in making financial decisions. It covers both the concepts of financial management as well as the applications of financial techniques as tools for making decisions. The topics covered in the course include financial system, time value of money, risk and return and financial statements analysis.</p>	<p>Upon completion of this course, students should be able to:-</p> <ol style="list-style-type: none"> 1. Analyse properly all information to provide explanation and calculation about financial management concepts based on accepted principles and theories . (C4, PLO2) 2.. Organise accordingly all information to measure time value of money and risk and return based on various techniques (P2, PLO5) 3. Demonstrate precisely the financial statement to analyse the company's performance based on financial ratios (A3, PLO4)
	DPA30073 COST & MANAGEMENT ACCOUNTING 1	3	<p>COST AND MANAGEMENT ACCOUNTING 1 is concerned with the application of accounting and costing principles, methods and techniques in the ascertainment of costs. Students will learn elements of costs involved in manufacturing and servicing industries, costing methods used within production activities and the procedures of controlling in business organizations.</p>	<p>At the end of the course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply the theoretical knowledge, costing method and cost reporting in manufacturing and servicing environment (C3, PLO1) 2. Construct the appropriate costing methods to ascertain cost and reporting purposes in manufacturing and servicing environment (P3, PLO3) 3. Discuss the theoretical knowledge of cost accounting and element of costs in manufacturing and servicing environment (A2, PLO4)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
3	DPA30083 COMPANY LAW	3	<p>COMPANY LAW provides knowledge on the principles and the law that need to be adhered by a company. This course emphasizes towards the incorporation of a company, the management and administration, the financial aspects and the winding up process. This enables students to gain comprehensive knowledge on the importance of the provisions under the Companies Act 2016.</p>	<p>Upon completing this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain knowledge related with basic principles of law regarding legal aspects affecting the incorporation of a company in compliance with Companies Act 2016 (C2, PLO2) 2. Provide explanation on principles of law affecting financial resources, administration and management of a company in accordance with rules and regulations provided by Companies Act 2016 (C3, PLO1) 3. Describe principles of law affecting the financial records and the life-cycle of a corporation in compliance with provisions stated in Companies Act 2016 (A3, PLO8)
	DPB40103 ORGANIZATIONAL BEHAVIOUR	3	<p>ORGANIZATIONAL BEHAVIOUR combines the functions of management with the psychology of leading and managing people. This organizational behaviour course encompasses the study of individual and group behaviour in organizational settings. As a result, students may apply organizational behaviour in many other discipline of organisation</p>	<p>Upon completion of this course, students should be able to:-</p> <ol style="list-style-type: none"> 1. Interpret the principles, approaches and theories applicable in organizational behaviour. (C2, PLO1) 2. Analyse factors affecting organizational behaviour at all levels of organizational system. (C4 PL02) 3. Demonstrate social skills and responsibilities on issues related to people and organizations that can be used to enhance organization effectiveness (A3, PLO6)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DP440093 FINANCIAL ACCOUNTING 4	3	<p>FINANCIAL ACCOUNTING 4 offers a comprehensive coverage of preparation of Financial Statements according to Companies Act 2016 and approved accounting standards. Besides that, students should be able to apply accounting treatment and other accounting information or accounting events in company's financial statement. This course also provides students with knowledge of leases, accounting policies, changes in accounting estimates and errors, borrowing cost and impairment of assets.</p>	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Prepare the Financial Statements in accordance with Approved Accounting Standards by using appropriate accounting treatment (C5, PLO5) 2. Organize financial and non financial data to construct Financial Statements in accordance with Approved Accounting Standards (P4, PLO3) 3. Explain the accounting treatments in accordance with Approved Accounting Standards (A3, PLO8)
	DP440103 FINANCIAL MANAGEMENT 2	3	<p>FINANCIAL MANAGEMENT 2 offers skills in financial management and it emphasis on analyzing and evaluating using tools and instruments given to make financial decisions. Among the topics covered in the course include working capital management, short-term financing, long-term financing, capital budgeting and leverages</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Analyse precisely the company working capital, financing sources, capital budgeting, and leverage based on suitable techniques (C4, PLO2) 2. Perform accordingly the computation and interpretation of capital budgeting based on various techniques and criteria (P4, PLO5) 3. Measure properly the company working capital management based on principles and policies (A4, PLO6)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DPAA0123 AUDIT 1	3	<p>AUDIT 1 focuses on providing students with an understanding the technical, professionalism and value skill of audit services. Students will be exposed to the auditing process which includes understanding the management impact on the services in accordance to an approved auditing standard.</p>	<p>Upon completion of this the course, students should be able to:</p> <ol style="list-style-type: none"> 1. Determine precisely the framework of audit profession and its requirement in accordance to approved auditing standards (C4, PLO1) 2. Organize accordingly the process in accordance to approved auditing standards (A4, PLO4) 3. Verify clearly the effects of management assertions on auditing process in in accordance to approved auditing standards (A5, PLO8)
	DPAA0133 MALAYSIAN TAXATION 1	3	<p>MALAYSIAN TAXATION 1 covers the overview and administration of Malaysian income tax; the determination of residence status for individual; and the tax chargeability for individual with employment income, investment income and/or business income inclusive of capital allowance, personal reliefs and other deductions under separate assessment and joint assessment.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Write properly the tax administration and the individual's tax computation based on current tax law in Malaysia. (C3, PLO2) 2. Prepare accurately the capital allowances and the individual's tax computation based on current tax guidelines and regulations in Malaysia (P2, PLO3) 3. Perform properly the personal income tax computation based on current Malaysian tax rules and regulations. (A2, PLO7)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
4	DPA40113 COST & MANAGEMENT ACCOUNTING 2	3	<p>COST AND MANAGEMENT ACCOUNTING 2 provides knowledge and skills on cost and management accounting techniques which accumulates, classifies, summarizes and reports information to assist management in planning, decision making, control and performance evaluation</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Evaluate correctly financial information using management accounting techniques to facilitate planning, decision making, control and measure business performance (C5, PLO2) 2. Demonstrate appropriate management decision making techniques for business decision making purposes (P5, PLO3) 3. Integrate leadership skills using management accounting techniques as an essential tools for planning, control and to measure business performance planning (A4, PLO6)
	MPU22012 ENTREPRENEURSHIP	2	<p>ENTREPRENEURSHIP focuses on the fundamentals and concept of entrepreneurship in order to inculcate the value and interest in students to choose entrepreneurship as a career. This course can help students to initiate creative and innovative entrepreneurial ideas. It also emphasizes a preparation of a business plan framework through business model canvas. .</p>	<p>Upon completion of this course, students should be able to:-</p> <ol style="list-style-type: none"> 1. Propose the value proposition of entrepreneurial idea using Business model Canvas (A3, CLS3b) 2. Develop a viable business plan by organizing business objectives according to priorities (A4, CLS4) 3. Organise the online presence business in social media marketing platform (A3, CLS4))

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DPAS0143 FINANCIAL ACCOUNTING 5	3	<p>FINANCIAL ACCOUNTING 5 prepares students to produce relevant financial statements in accordance with the approved accounting standards and Companies Act 2016. Students should also be able to apply the particular transactions, accounting treatment and other accounting information or other financial events in reporting the relevant financial statements. Students will be exposed with the reporting standards for consolidated financial statement, internal reconstruction, changes in business structure and other related issues in financial accounting and reporting.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Illustrate the relevant financial statements using appropriate accounting treatment in accordance with the approved accounting standards (C4, PLO2) 2. Organise the relevant financial and non-financial data to formulate decision making in accordance with the approved accounting standard (P4, PLO3) 3. Demonstrate the development of personal positive values and accountability in responding to the appropriate accounting practices in accordance with the approved accounting standard (A3, PLO8)
	DPAS0153 AUDIT 2	3	<p>AUDIT 2 is a continuation of Audit 1 which provides further knowledge in completing the audit process, types of non-audit services, ethics and auditors' liability. This knowledge will enhance student ability to develop their leadership, ethics and professional skills.</p>	<p>Upon completing of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Illustrate audit and non-audit services by applying auditor's professional judgment that in accordance to the approved standards (C4, PLO2) 2. Develop a process on auditing financial statements by applying audit procedures in accordance to the approved auditing standards (A4, PLO6) 3. Judging ethically auditing issues in accordance to the approved auditing standards (A5, PLO8)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
5	DPAS0163 MALAYSIAN TAXATION 2	3	<p>MALAYSIAN TAXATION 2 covers tax computation for partnership and company which includes the deductions of capital allowances and investment incentives as provided under the tax laws and continues with computation of real property gains tax and indirect taxes for taxpayer's tax planning decision.</p>	<p>Upon completion of this course, the students should be able to:</p> <ol style="list-style-type: none"> 1. Determine precisely the tax computation for chargeable person under relevant tax rules and regulations (C4, PLO2) 2. Prepare properly the computation of the company's industrial building allowances and income tax payable under current tax legislations (P2, PLO5) 3. Perform accordingly the tax planning computation to reduce the taxpayer's tax liability under tax law provisions and rulings (A2, PLO7)
	DPAS0173 PROFESSIONAL ETHICS	3	<p>PROFESSIONAL ETHICS provides students an understanding of the underlying ethical theories, philosophies and values in individual, organizational and professional. Students will be focus on the practical development of skills needed in dealing with ethical issues in accounting and corporate. The application of these ethical principles is best discussed within the framework of good practice of corporate governance, corporate social responsibilities, professional scepticism and code of ethics.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Apply the theoretical knowledge in discussion relevant ethical theories, concepts, philosophy ethics and corporate governance issues (C3, PLO1) 2. Review the development of ethical values in accounting practices by applying international and organisational codes of ethics and conducts (A5, PLO8) 3. Explain corporate governance and corporate social responsibilities as required by the profession in compliance with appropriate standards. (A4, PLO7) 4. Demonstrate commitment to maintain professional development by applying fundamental principles ethical behaviour as required by the profession. (A3, PLO6)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
6	DUT60019 INDUSTRIAL TRAINING	9	<p>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 entrepreneur-</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Perform duties in accordance with job requirements at the workplace (P4, CLS3a) 2. Display effective communication and social skills at the workplace (A5, CLS3b) 3. Integrate values, attitudes and professionalism effectively at the workplace . (A4, CLS5) 4. Develop responsibility of leadership and teamwork at the workplace (A4, CLS3d) 5. Organize information management appropriately at the workplace (P4, CLS3c) 4. Integrate lifelong learning skills and entrepreneurial mind at the workplace (A4, CLS4)

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
	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	Universiti Utara Malaysia 06010 Sintok, Kedah Darul Aman, Malaysia. Tel : (6)04-928 4000 Fax : (6)04-928 3053 www.uum.edu.my
	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	Universiti Teknologi MARA (UiTM) 40450 Shah Alam, Selangor Darul Ehsan, Malaysia Tel : (6)03-55442000 www.uitm.edu.my
	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	Universiti Putra Malaysia 43400 UPM Serdang Selangor Darul Ehsan Malaysia Tel : (6)03.8946.6000 Fax : (6)03.8948.7273 www.upm.edu.my
	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	Management and Science University, University Drive, Off Persiaran Olahraga, Section 13, 40100 Shah Alam, Selangor, Malaysia Tel : (603) 5521 6868 www.msu.edu.my

HIGHER ACADEMIC PATH-

LIST OF UNIVERSITY	PROGRAMME	INFORMATION
 <p>UNIVERSITI KEBANGSAAN MALAYSIA <small>National University of Malaysia</small></p>	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	<p>Universiti Kebangsaan Malaysia, 43600 UKM, Bangi Selangor, Malaysia Tel : (6)03 8921 5555 Fax : (6)03 8921 5555 www.ukm.my</p>
 <p>UNIVERSITI SAINS MALAYSIA</p>	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	<p>Universiti Sains Malaysia, 11800 USM Pulau Pinang Malaysia Tel : (6)04-653 3888 Fax : (6)04-658 9666 www.usm.my</p>
 <p>UNIVERSITI MALAYA <small>KUALA LUMPUR</small></p>	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	<p>University of Malaya, 50603 Kuala Lumpur, MALAYSIA Tel : (6) 03-7967 7022/3273 Fax : (6)03-7956 0027 www.um.edu.my</p>
 <p>الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA</p>	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	<p>International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur Tel : (6) 036196 4000 Fax: (6) 036196 4053 www.iiu.edu.my</p>
 <p>UNIVERSITI TENAGA NASIONAL <small>The National Energy University</small></p>	<ul style="list-style-type: none"> Bachelor of Accounting (Honours) 	<p>Universiti Tenaga Nasional, Putrajaya Campus, Jalan IKRAM- UNITEN, 43000 Kajang, Selangor, Malaysia. Tel : (6) 03-8921 2020 www.uniten.edu.my</p>
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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.

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

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

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SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
1	MPU21032 PENGHAYATAN ETIKA DAN PERADABAN	2	<p>PENGHAYATAN ETIKA DAN PERADABAN ini menjelaskan tentang konsep etika daripada perspektif peradaban yang berbeza. Ia bertujuan bagi mengenal pasti sistem, tahap perkembangan, kemajuan dan kebudayaan merentas bangsa dalam mengukuhkan kesepaduan sosial. Selain itu, perbincangan dan perbahasan berkaitan isu-isu kontemporari dalam aspek ekonomi, politik, sosial, budaya dan alam sekitar daripada perspektif etika dan peradaban dapat melahirkan pelajar yang bermoral dan profesional. Penerapan amalan pendidikan berimpak tinggi (HIEPs) yang bersesuaian digunakan dalam penyampaian kursus ini.</p>	<p>Di akhir kursus ini, para pelajar dapat:</p> <ol style="list-style-type: none"> 1. Membentangkan konsep etika dan peradaban dalam kepelbagaian tamadun (A2, CLS5) 2. Menerangkan sistem, tahap perkembangan, kesepaduan sosial dan kebudayaan merentas bangsa di Malaysia (A2, CLS5) 3. Mencadangkan sikap yang positif terhadap isu dan cabaran kontemporari dari perspektif etika dan peradaban (A3, CLS4)
	DUE10012 COMMUNICATIVE ENGLISH 1	2	<p>COMMUNICATIVE ENGLISH 1 focuses on developing students' speaking skills to enable them to communicate effectively and confidently in group discussions and in a variety of social interactions. It is designed to provide students with appropriate reading skills to comprehend a variety of texts. The students are equipped with effective presentation skills as a preparation for academic and work purposes.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Participate in a discussion using effective communication and social skills to reach an amicable conclusion by accommodating differing views and opinions (A3, CLS 3b) 2. Demonstrate awareness of values and opinions embedded in texts on current issues (A3, CLS 3b) 3. Present a topic of interest that carries identifiable values coherently using effective verbal and nonverbal communication skills (A2, CLS4)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	SYNOPSIS	CLO
2	MPU23012 PENGAJIAN ISLAM *	2	<p>PENGAJIAN ISLAM disediakan untuk melahirkan warganegara yang faham tasawwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa</p>	<p>Di akhir kursus ini, para pelajar dapat:</p> <ol style="list-style-type: none"> 1. Melaksanakan dengan yakin amalan Islam dalam kehidupan seharian (A2, CLS4) 2. Menerangkan etika dan profesionalisme berkaitan syariah dan Institusi Islam dalam membentuk pembangunan ummah (A3, CLS5) 3. Menghubunkait minda ingin tahu dengan Islam dan cabaran semasa di Malaysia (A4, CLS4)
	MPU23042 NILAI MASYARAKAT MALAYSIA**	2	<p>NILAI MASYARAKAT MALAYSIA membincangkan aspek sejarah pembentukan masyarakat, nilai-nilai agama, adat resam dan budaya masyarakat di Malaysia. Selain itu, pelajar dapat mempelajari tanggungjawab sebagai individu dan nilai perpaduan dalam kehidupan di samping cabaran-cabaran dalam membentuk masyarakat Malaysia</p>	<p>Di akhir kursus ini, para pelajar dapat:</p> <ol style="list-style-type: none"> 1. Membincangkan sejarah dan nilai dalam pembentukan masyarakat di Malaysia (A2, CLS4) 2. Menerangkan etika dan profesionalisme terhadap konsep perpaduan bagi meningkatkan semangat patriotisme masyarakat Malaysia (A3, CLS5) 3. Menghubunkait minda ingin tahu dengan cabarancabaran dalam membentuk masyarakat Malaysia (A4, CLS4)

SYNOPSIS & COURSE LEARNING

SEMESTER	COURSE	CREDIT	Synopsis	CLO
3	DUE30022 COMMUNICATIVE ENGLISH 2	2	<p>COMMUNICATIVE ENGLISH 2 emphasises the skills required at the workplace to describe products or services as well as processes or procedures. This course will also enable students to make and reply to enquiries and complaints.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Describe a product or service effectively by highlighting its features and characteristics that appeal to a specific audience (A3, CLS 3b) 2. Describe processes, procedures and instructions clearly by highlighting information of concern (A3, CLS4) 3. Demonstrate effective communication and social skills in handling enquiries and complaints amicably and professionally (A3, CLS 3b)
4	DUE50032 COMMUNICATIVE ENGLISH 3	2	<p>COMMUNICATIVE ENGLISH 3 aims to develop the necessary skills in students to analyse and interpret graphs and charts from data collected as well as to apply the job hunting mechanics effectively in their related fields. Students will learn to gather data and present them through the use of graphs and charts. Students will also learn basics of job hunting mechanics which include using various job search strategies, making enquiries, and preparing relevant resumes and cover letters. The students will develop communication skills to introduce themselves, highlight their strengths and abilities, present ideas, express opinions and respond appropriately during job interviews.</p>	<p>Upon completion of this course, students should be able to:</p> <ol style="list-style-type: none"> 1. Present gathered data in graphs and charts effectively using appropriate language forms and functions (A2, CLS 3b) 2. Prepare a high impact resume and a cover letter, highlighting competencies and strengths that meet employer's expectations (A4, CLS4) 3. Demonstrate effective communication and social skills in handling job interviews confidently (A3, CLS 3b)

Introduction

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

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

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

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

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FACILITIES



TECC



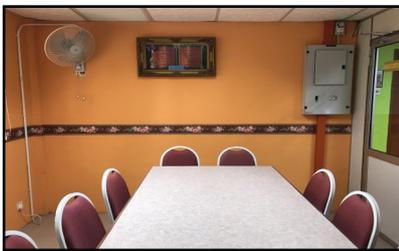
Computer Laboratory



Classroom



Science Laboratory



Discussion Room



Lecturer Meeting Room



Prayer Room



Gazebo

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 sport 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

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UNIT OF SPORTS, CO CURRICU-



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



FACILITIES



Basketball Court



Takraw Court



Tennis Court



Futsal Court



Rugby Field



Football Field



Petanque Field



Volleyball Court

FACILITIES



Music Studio



Music set



Squash Court



Table Tennis



Multi Purpose Court (Indoor)



Golf Green



Sport Centre



Multipurpose Court

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

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UNIT OF EXAMINATION

Introduction

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

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

Activities carried out by the Examination Unit

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

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UNIT OF TRAINING & CONTINUING ED-

Introduction

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

The main activities of this unit are to:

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

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UNIT OF LIBRARY

Introduction

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

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

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UNIT OF PSYCHOLOGY MANAGE-

Introduction

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

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

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

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

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



UNIT OF RESEARCH AND INNOVA-

Introduction

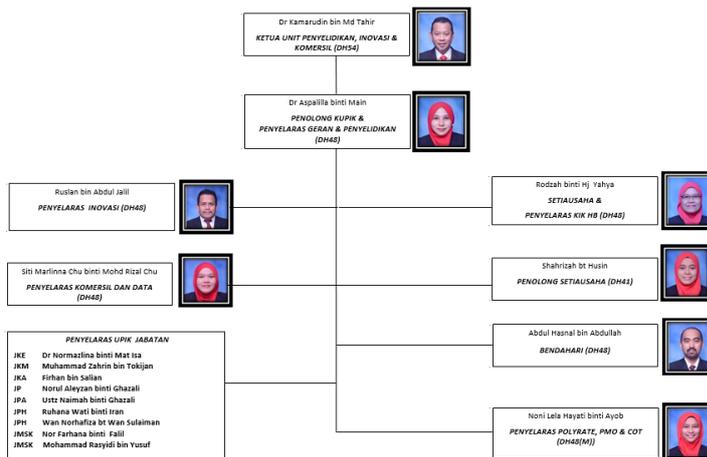
Research Unit, Innovation and Commercial (UPIK) created by the system of Polytechnic Education Department, Ministry of Higher Education to inculcate the culture of research at the polytechnic. UPIK plan an important role as a centre of coordination of research, innovation and commercial lecturers and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

The objectives of the unit are to ;

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



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



UNIT OF INDUSTRIAL LIAISON &

Introduction

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

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

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



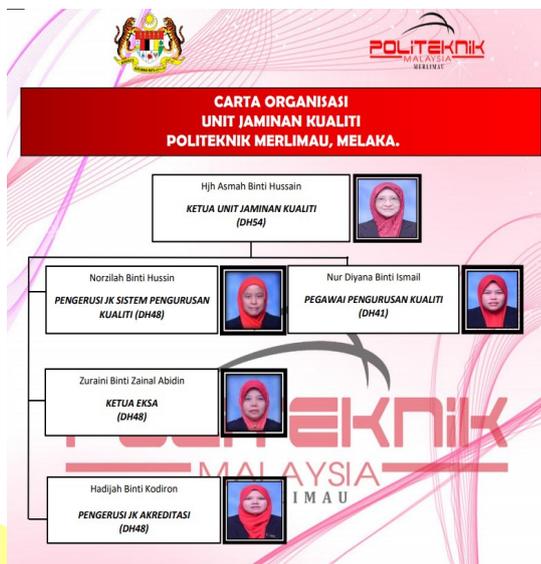
UNIT OF QUALITY ASSURANCE

Introduction

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

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

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



UNIT OF CISEC

Introduction

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

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

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UNIT OF KAMSIS

Introduction

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

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

FACILITIES PROVIDED

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

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

APPLICATION CONDITIONS KAMSIS RANKED

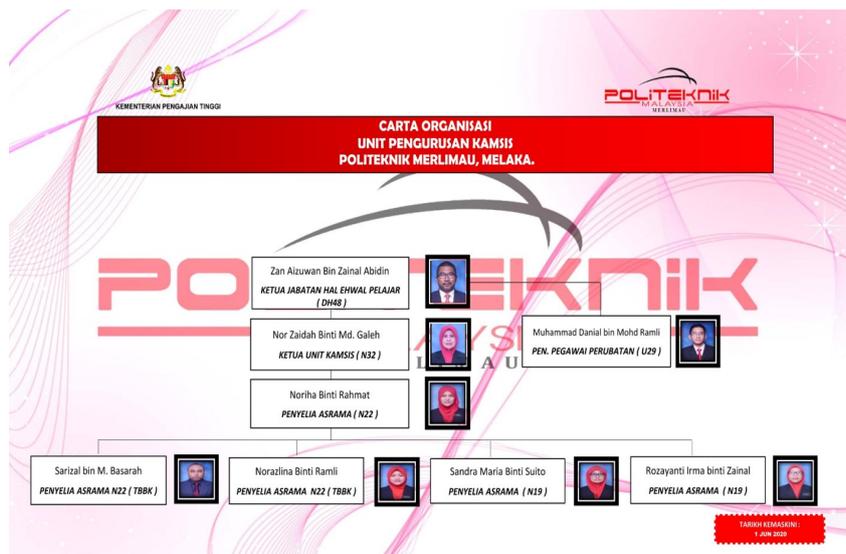
- 1) Applications can be made online via the Student Information Management System (SPMP) in PMM portal.
- 2) Completed forms that have been submitted online must also be printed and sent to the Office of Management Kamsis before the closing date, together with other supporting documents such as:
 -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

UNIT OF KAMSIS

SELECTION CRITERIA FOR STUDENTS OF KAMSIS POLITEKNIK MERLIMAU

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

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



UNIT OF ENTRE-

Introduction

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

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

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

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



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