POLITEKNIK
MALAYSIA
NILAI

STUDENT
GUIDEBOOK

DIPLOMA
BUSINESS INFORMATION SYSTEM
December 2017 Intake Session

POLITEKNIK NILAI BACKGROUND

The Politeknik Nilai Negeri Sembilan (PNS) is the 23rd polytechnic set up under the Ministry of Higher Education Malaysia on 1 April 2007 under the 9th Malaysia Plan. PNS started operating on a temporary campus with the first intake of students in December 2007.

PNS moved to a permanent campus at the Kompleks Pendidikan Enstek in Negeri Sembilan in September 2011 on a 101.5acre site comprising 37 administrative, academic, kamsis and staff building blocks. The campus is capable of accommodating 2,400 students with a capacity of 1,200 students.

PNS consists of three academic departments and supported by two others department: General Studies department and Mathematics, Science and Computer department. Below is the list of programme offered:

JABATAN PERDAGANGAN

Diploma in Islamic Banking and Finance (DIB)

Diploma in Logistics and Supply Chain Management (DLS)

Diploma in Retail Management (DRM)

Diploma in Business Information System (DBS)

JABATAN KEJURUTERAAN MEKANIKAL

Diploma in Mechanical Engineering (DKM)

Diploma in Mechatronic Engineering (DEM)

JABATAN AGROTEKNOLOGI DAN BIO-INDUSTRI

Diploma in Bio-technology (DBT)
Diploma in Horticultural Landscape (DLH)

VISION AND MISION

POLITEK NILAI

VISION

To be the Leading - edge TVET institution

MISION

1. **To provides wide access to quality and recognized programme.**
2. **To empower communities through lifelong learning.**
3. **To develop holistic, entrepreneurial and balanced graduates.**
4. **To capitalize on smart partnerships with stakeholders.**

PROGRAM OVERVIEW

Information systems are a great combination of two key aspects. First, technical aspect which include the component of hardware, software and data. The second aspect is social which consist of human and process. When these two aspects are optimally and systematically integrated, they provide value to an organization or business. This value is what the organization or business is hoping to gain so that they can sustain over their competitors.

Information systems play many roles and one of the roles is data collection and data processing activities. The data will be transformed into information which is crucial for making right decisions. It ultimately determines the excellence and sustainability of an organisation or business. Hence the field of information systems is one that goes beyond the information technology. Due to this factor, it has fuelled a growing demand for semi-professionals by both profit and non-profit organizations. Therefore Diploma in Business Information Systems is introduced to fulfil the need of having competent hybrid semi-professionals in information systems and business.

Diploma in Business Information Systems is a Three (3) years diploma programme which focuses on building a solid foundation in business and information systems skills to enable students to translate business information into business solutions. The curriculum blends learning with simulated real-life working experience by using latest technology and hands-on skills in developing database, business application, mobile web and mobile application, to name a few. These skills are desired by employers to increase the business's competitiveness by effectively managing business processes. Graduates of this programme will benefit from a wider job prospect and bigger capabilities in using information systems for business.

SYNOPSIS

Diploma in Business Information Systems provides students with an overview the importance of business information system in business organisations. The programme provides students with a strong understanding of business environment through its coverage of topics which include accounting, economics, entrepreneurship, human resource, management, marketing and decision science. Key subject areas include e-Commerce, Decision Support Systems, Project Management, Total Quality Management, Supply Chain Management, Business Application Development and Business Data Communication.

Students will be equipped with a range of skills related to business through innovative teaching and learning, specifically business analysis and business information database development. These skills will strengthen their abilities in problem identification, data analysis, decision making and creating competent business information system as well as evaluating the efficiency and efficacy of the usage of information system in business.

PROGRAMME AIMS

The Diploma in Business Information Systems graduates in Polytechnics, Ministry of Higher Education will have knowledge, technical skills and attitude to adapt themselves with new technological advancement and challenges in business fields.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

The Diploma in Business Information Systems programme shall produce semi professionals who are:

PEO 1: knowledgeable and technically competent in business and information system environment and adaptable to changes in latest technology and challenges.

PEO 2: able to communicate and interact responsibly with colleagues, clients, employers and society, and also work effectively as a leader or a team.

PEO 3: capable of thinking creatively and critically when facing problem solving situations at middle level managerial and operational tasks by sustaining professional attitudes and ethics.

PEO 4: competent in revealing entrepreneurship skills and competencies in competitive environment and recognize the need of lifelong learning for successful career advancement.

PROGRAMME LEARNING OUTCOME (PLO)

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

PLO 1

KNOWLEDGE

Generate knowledge of business, information system, technologies and other related areas in business environment.

PLO 2

PRACTICAL SKILLS

Responsibly calibrate appropriate techniques and skills for business information system practices.

PLO 3

COMMUNICATION

Effectively communicate with other professionals and community.

PLO 4

CRITICAL THINKING

Substantiate effectively on analysing, interpreting and solving problem in developing efficient business projects using appropriate tools and techniques.

PLO 5

SOCIAL SKILL

Accountably fulfilling social skill responsibilities to perform business practices.

PLO 6

INFORMATION MANAGEMENT SKILL

1. Perform sustainable life-long learning and professional development to enrich knowledge and competencies.

PLO 7

ENTREPRENIURAL SKILLS

Integrate environment-friendly entrepreneurial skills that contributes towards national growth and competitive in business industries.

PLO 8

PROFESSIONAL, ETHICS & MORAL

Professionally relate to ethical responsibilities and enhance humanistic values in adapting the real challenges in energy-efficient working environment.

PLO 9

LEADERSHIP

Confidently practice leadership qualities and attributes in multi-disciplinary teams responsibility.

JOB PROSPECTS

Graduates of this three year programme will embark on careers in the job market as:

Web Developer	Assistant Computer System Analyst
Application Programmer	Business Analyst
Assistant System Analyst	Business Application Developer
Assistant IT Consultant	Digital Entrepreneur
Assistant Database Developer	Business Executive
Assistant Database Administrator	Administration Executive
Management Analyst	Business Planner
Assistant Data Analyst	Junior Marketing Executive

Programme Educational Objectives (PEO) vs Programme Learning Outcome (PLO):

Diploma in Business Information System Programme shall produce semi professionals who are:

PEO		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
		LD 1	LD2	LD3	LD4	LD5	LD6	LD7	LD8	LD9
1.	knowledgeable and technically competent in business and information system environment and adaptable to changes in latest technology and challenges	✓	✓							
2.	able to communicate and interact responsibly with colleagues, clients, employers and society, and also work effectively as a leader or a team			✓		✓				✓
3.	capable of thinking creatively and critically when facing problem solving situations at middle level managerial and operational tasks by sustaining professional attitudes and ethics.				✓				✓	
4.	competent in revealing entrepreneurship skills and competencies in competitive environment and recognize the need of lifelong learning for successful career advancement.						✓	✓		

Remark:
LD1 Knowledge
LD2 Practical Skills
LD3 Communication Skills
LD4 Critical Thinking and Problem Solving Skills
LD5 Social Skills and Responsibilities
LD6 Continuous Learning and Information Management Skills
LD7 Management and Entrepreneurial Skills
LD8 Professionalism, Ethics and Moral
LD9 Leadership and Teamwork Skills

MATRIX OF COURSES VS PROGRAMME LEARNING OUTCOME (PLO)

NO.		COURSES	PLO1 Knowledge	PLO2 Practical Skills	PLO3 Communication Skills	PLO4 Critical Thinking and Problem Solving Skills	PLO5 Social Skills and Responsibilities	PLO6 Continuous Learning and Information Management Skills	PLO7 Management and Entrepreneurial Skills	PLO8 Professionalism, Ethics and Moral	PLO9 Leadership and Teamwork Skills
COMPULSORY											
1.	DRB1000	Asas Unit Beruniform		√		√					√
2.	DRB2001	Unit Beruniform 1		√		√					√
3.	DRB3002	Unit Beruniform 2		√		√					√
4.	DRK3002	Kelab/Persatuan		√		√					√
5.	DRS2001	Sukan		√		√					√
6.	DUA2022	Pengurusan Dalam Islam	√	√				√			
7.	DUA6022	Komunikasi dan Penyiaran Dalam Islam	√						√	√	
8.	DUB1012	Pengajian Malaysia	√					√			
9.	DUB2012	Nilai Masyarakat Malaysia	√				√	√			
10.	DUE1012	Communicative English 1	√		√						
11.	DUE3012	Communicative English 2	√		√						
12.	DUE5012	Communicative English 3	√		√						
COMMON CORE											
13.	DUW1012	Occupational Safety and Health	√			√				√	
14.	DPB1013	Statistic	√			√					
15.	DPB1023	Microeconomics	√		√						
16.	DPB2012	Entrepreneurship	√	√					√		
17.	DPB2023	Macroeconomics	√			√					
18.	DPB3013	Principles of Management	√						√		
19.	DPB3043	Business Ethics	√							√	
20.	DPB3063	Business Law	√		√						
21.	DPB5063	Digital Entrepreneurship Development	√	√		√			√		
22.	DPB6013	Human Resource Management	√			√					
23.	DPK5013	Business Accounting	√								
24.	DPM1013	Principles of Marketing	√		√						
25.	DPP2013	Introduction to International Business	√				√				

NO.		COURSES	PROGRAMME LEARNING OUTCOME (PLO)								
			PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
			Knowledge	Practical Skills	Communication Skills	Critical Thinking and Problem Solving Skills	Social Skills and Responsibilities	Continuous Learning and Information Management Skills	Management and Entrepreneurial Skills	Professionalism, Ethics and Moral	Leadership and Teamwork Skills
DISCIPLINE CORE											
26.	DPS1013	Business Data Communication	√							√	
27.	DPS1023	Business Computer Applications	√	√		√					
28.	DPS2013	E-Commerce	√	√						√	
29.	DPS2023	Web Development	√	√					√		
30.	DPS3013	Business Analytics for Decision Support Systems	√	√		√					
31.	DPS3023	Database Management System	√	√				√			
32.	DPS4013	Web Programming	√	√		√					
33.	DPS4023	Project Management	√		√		√				
34.	DPS5013	Information Technology in Supply Chain Management	√								√
35.	DPS5023	Final Year Project	√	√							√
ELECTIVE											
36.	DUF1012	Bahasa Arab 1	√		√						
37.	DUF1022	Bahasa Mandarin 1	√		√						
38.	DYL5062	Photography	√							√	
39.	DUA6012	Integrasi Malaysia	√				√				√
INDUSTRIAL TRAINING											
40.	DUT40110	Industrial Training		√	√					√	√
		TOTAL	**34**	**16**	**10**	**13**	**4**	**4**	**5**	**7**	**9**

PROGRAMME STRUCTURE

NO	CODE	COURSE	CREDIT	HOURS
		SEMESTER 1		
1	DUB 1012	Pengajian Malaysia	2	3
2	DUE 1012	Communicative English 1	2	3
3	DUW1012	Occupational Safety and Health	2	2
4	DRB 1000	Asas unit Beruniform	0	2
5	DPK 5013	Business Accounting	3	4
6	DPM 1013	Principles of Marketing	3	4
7	DPS 1013	Business Data Communication	3	4
8	DPS 1023	Business Computer Application	3	5
		TOTAL	**18**	22 Hours per week
		SEMESTER 2		
1	DUA2022	Pengurusan Dalam Islam	2	3
	DUB2012	Nilai Masyarakat Malaysia		
2	DPB2012	Entrepreneurship	2	3
3	DPB1013	Statistics	3	4
4	DPB1023	Microeconomics	3	4
5	DPS2013	E-Commerce	3	4
6	DPS2023	Web Development	3	4
7	DRS2XX1	Sukan	1	2
		TOTAL	**17**	24 Hours per week
		SEMESTER 3		
1	DUE3012	Communicative English 2	2	3
2	DPB2023	Macroeconomics	3	4
3	DPB5063	Digital Entrepreneurship Development	3	5
5	DPS3013	Business Analytics for Decision Support System	3	4
6	DPS3023	Database Management System	3	4
7	DYL5062	Photography (elective)	2	3
8	DRX3XX2	Kelab	2	4
		TOTAL	**18**	27 Hours per week
		SEMESTER 4		
1	DUE5012	Communicative English 3	2	3
2	DPB3013	Principles Of Management	3	4
2	DPB3043	Business Ethics	3	4
3	DPB6013	Human Resource Management	3	4
4	DPS4013	Web Programming	3	4
5	DPS4023	Project Management	3	4
		TOTAL	**17**	23 Hours per week

		SEMESTER 5		
1	DUA6022	Komunikasi dan Penyiaran Dalam Islam	2	3
2	DPB3063	Business Law	3	4
2	DPP2013	Introduction To International Business	3	4
3	DPS6013	Information Technology In Supply Chain	3	4
4	DPS3023	Final Year Project	3	5
		TOTAL	14	20 Hours per week
		SEMESTER 6		
1	DUT40110	Industrial Training	10	
			10	

DISCIPLINE CORE SYNOPSIS

COURSE CODE	DPS 1013
COURSE NAME	**BUSINESS DATA COMMUNICATION**
SYNOPSIS	**BUSINESS DATA COMMUNICATION** introduces the concepts of Business Information Technologies and Computer Systems. This course provides students the knowledge of distributed data processing, internet base application, data communication concept and local area network. It also explores the security, ethics and regulation issues in business area.
CLO:	CLO1 : Explain clearly the concept of business information and distributed data processing related to the business area. (C2,LD1) CLO2 : Interpret accurately conceptual internet based application, local area network and data communication related to the business area. (C3,LD1) CLO3 : Describe in detail the major ethical issue, legal and security data usage in modern organization. (A3, LD8)

COURSE CODE	DPS 1023
COURSE NAME	**BUSINESS COMPUTER APPLICATION**
SYNOPSIS	**BUSINESS COMPUTER APPLICATIONS** provides students with a packages of multimedia software such as graphics, sounds, video editing and also application software such as word processor, spreadsheet, presentations, email applications. Students will have an exposure on how to integrate elements of multimedia and will be guided in use of application software.
CLO:	CLO1 : Describe clearly multimedia and computer applications concept related in a business area. (C2, PLO1) CLO2 : Manipulate effectively multimedia software and computer application to perform related task. (P3, PLO2) CLO3 : Report a complete business project by using appropriate application software.(A3, PLO4)

COURSE CODE	DPS 2013
COURSE NAME	**E-COMMERCE**
SYNOPSIS	**E-COMMERCE** is a course that provides introduction of running business through electronics. This course allows student to have a good understanding in classifying of e-commerce, e-commerce business model and concept e-commerce infrastructure and internet, building an e-commerce website, e-commerce marketing concept and communication, risk of insecure system and e-commerce security. It also explores the online retailing and services and online content and media in e-commerce.
CLO:	CLO1 : Apply precisely theories and concept underlying e-commerce and internet marketing. (C3, PLO1) CLO2 : Comprehend distinctively trend challenges and issues in e-commerce. (P2, PLO2) CLO3 : Present a professional and ethical e-commerce website using appropriate software.(A2, PLO8)

COURSE CODE	DPS 2023
COURSE NAME	WEB DEVELOPMENT
SYNOPSIS	**WEB DEVELOPMENT** provides students with the basic concept of web and mobile environment. Students will be guided in designing basic web page and customize pages using current web creation software. They will also be taught on how to apply mobile apps development using appropriate tools and framework. They should be able to deploy the mobile apps using mobile devices.
CLO:	CLO1:Explain clearly web terminologies, web environment, web server and web designing tools relating to the latest web technologies.(C4,PLO1) CLO2:Build properly web pages and mobile apps using the latest web creation software and mobile development tools in designing attractive webpage and mobile apps.(P3,PLO2) CLO3:Participate actively in group project to discuss the latest issue of web development and mobile development.(A2,PLO7)

COURSE CODE	DPS 3013
COURSE NAME	BUSINESS ANALAYTIC & DECISION SUPPORT SYSTEM
SYNOPSIS	**BUSINESS ANALYTICS FOR DECISION SUPPORT SYSTEM (BADSS)** are the use of computer and information technology to improve organizational decision making by analyst their business and customer. This course allows student to have good understanding about the decision support system concept, methodology and technology and recognizing process involve in system development and acquisition and knowledge management. The student also explores some DSS tools in business intelligence and data warehouse as further extending of capabilities and deployment in computerized decision support.
CLO:	CLO 1: Interpret correctly the roles of information systems in a business environment. (C3, PLO1) CLO 2: Discover decision making process using business intelligence tools.(C4, PLO2). CLO 3: Participate actively in teamwork activities using collaborative computer support technology environment. (A2, PLO4)

COURSE CODE	DPS 3023
COURSE NAME	DATABASE MANAGEMENT SYSTEM
SYNOPSIS	**DATABASE MANAGEMENT SYSTEM** provided basic knowledge on database concept and database management system. This course emphasize on creating database and developing database application system using Database Management System software. It also requires applied knowledge obtained from course to design, develop, modify, implement and maintain the database systems. It will emphasize on the profound database models as a guide to create a stable database systems underlying most of the application.
CLO:	CLO 1: Apply correctly database system concept, function of database management system, database life cycle, database modelling and normalization related to the business area. (C3, PLO1) CLO 2: Develop an effective database system using an appropriate database management system (DBMS) software.(P4, PLO2). CLO 3: Present completely database management system through teamwork activity. (A2, PLO6)

COURSE CODE	DPS 4013
COURSE NAME	WEB PROGRAMMING
SYNOPSIS	**WEB PROGRAMMING** course introduces students with the knowledge of developing interactive web-based solutions that involves database environment. Students will also learn database connectivity and the various operations of data manipulation using database.
CLO:	CLO1 :Apply basic programming solutions using Hypertext Preprocessor (PHP) in website. (C3, PLO1) CLO2 :Build PHP scripts effectively in website application. (P5, PLO2) CLO3 :Solve business system problem by developing a appropriate database-enabled website project within specific time given. (A4, PLO4)

COURSE CODE	DPS 4023
COURSE NAME	PROJECT MANAGEMENT
SYNOPSIS	**PROJECT MANAGEMENT** is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements. Project management brings a unique focus shaped by the goals, resources and schedule of each project. The value of that focus is proved by the rapid, worldwide growth of project management. The course is introducing the main principles of business and social excellence, to generate knowledge and skills of students to use models and quality management method for the implementation of project management in business and public sector.
CLO:	CLO1 : Interpret clearly the project management applicable in organization. (C3,PLO1) CLO2 : Analyze appropriately functions of project management towards the achievement of organizational goal. (C4, PLO3) CLO3 : Clarify effectively quality management methods to analyze and solve management issues in organization. (A4, PLO5)

COURSE CODE	DPS 5013
COURSE NAME	INFORMATION TECHNOLOGY IN SUPPLY CHAIN MANAGEMENT
SYNOPSIS	**INFORMATION TECHNOLOGY IN SUPPLY CHAIN MANAGEMENT** focuses the usage of Information Technology (IT) tools and application for Supply Chain Management (SCM). The role of communication technologies in making Information Technology as an enabler of SCM in addressing a range of different point and enterprise solutions in a variety of supply chain. This course design to provide understanding and skills of students in computer technologies in SCM.
CLO:	CLO1 : Describe clearly the concepts of Supply Chain Management, types of integration and process of Supply Chain Management, and role of information technology in Supply Chain Management. (C2, PLO1) CLO2 : Explain tools and application of information technology in Supply Chain Management, the impact and role of technologies for improving supply chain information management. (C4, PLO1) CLO3 : Report appropriately the challenges in implementing Information Technology in Supply Chain Management on a well organize assigned group project inclusive of a written report within a stipulated time frame. (A3, PLO9)

COURSE CODE	DPS 5023
COURSE NAME	**FINAL YEAR PROJECT**
SYNOPSIS	**FINAL YEAR PROJECT** will be implemented in a group. Each group will work on a project under lecturer(s) supervision. Project titles will be specialization based and focusing on system and website development. Each student will be assessed independently.
CLO:	CLO1 : Integrate knowledge and abilities efficiently in preparing a final project report.(C4, PLO1) CLO2 : Develop sustainable system or interactive website using an appropriate software in group.(P5,PLO2) CLO3 : Defend project outcome professionally within the specific time given. (A4,PLO9)

EXAMINATION UNIT

INTRODUCTION

Every Polytechnic of the Ministry of Education Malaysia is responsible for providing guidance on learning, assessment, monitoring and examination. The awarding of Certificates and Diplomas to the respective students is subject to the approval and confirmation of the Examination Board and the Awarding of Polytechnic Certificates / Diplomas after the students pass all the examinations and meet all the course requirements. For a polytechnic, the Examination Unit is the unit responsible for planning, managing and implementing all activities related to student assessment based on the assessment guidelines and rules that have been set.

The Examination Unit is headed by an Examination Officer appointed by the Polytechnic Management Division, Technical Education Department and assisted by several coordinators appointed from each Academic Department. All matters related to student assessment and examination are coordinated by this unit.

GRADE POINT SYSTEM

Polytechnic adopts an assessment system that is based on a quantitative measurement of students' achievement in a particular programed known as Sistem Nilaian Mata (SNM) or Grade Point System. Based on SNM, students' academic achievements in a particular programme is measured using two (2) grading systems;

i. Purata Nilaian Mata (PNM) or Grade Point Average (GPA)

$$GPA = \frac{\text{Total Grade Point Obtained In Current Semester Total}}{\text{Credit Taken In Current Semester}}$$

ii. Himpunan Purata Nilaian Mata (HPNM) or Cumulative Grade Point Average (CGPA).

$$CGPA = \frac{\text{Current Overall Total Grade Points Earned}}{\text{Current Overall Total Numbrt Of Credit Taken}}$$

GRADING SCHEME

Marks obtained by students in a particular course will be given a grade and a respective grade point according to the grading scheme in Table 1 below:

Table 1: Grading Scheme

MARKS	GRADE POINT	GRADE	NOTES/STATUS
90 - 100	4.00	A+	EXCEPTIONAL
80 - 89	4.00	A	EXCELLENT
75 – 79	3.67	A-	DISTINCTION
70 – 74	3.33	B+	DISTINCTION
65 – 69	3.00	B	DISTINCTION
60 – 64	2.67	B-	PASS
55 – 59	2.33	C+	PASS
50 – 54	2.00	C	PASS
47 – 49	1.67	C-	PASS
44 – 46	1.33	D+	PASS
40 – 43	1.00	D	PASS
30 – 39	0.67	E	FAIL
20 – 29	0.33	E-	FAIL
0 – 19	0.00	F	FAIL

Note: *Grade status shall not apply to certain programs

WEIGHTAGE OF COURSEWORK ASSESSMENT AND FINAL EXAMINATION

- Assessment of each course is carried out continuously within the prescribed study period for a particular semester based on the procedures specified in the current curriculum documents.

- Courses without final examination will be fully (100%) assessed by coursework. Final assessments aggregate is assessed based on coursework (50%) and final examination (50%) as specified in the current curriculum document.

GENERAL RULES OF ASSESSMENT

Students' academic performance will be evaluated if they fulfil the following requirements:

- Has registered to pursue a programme of study

- Has enrolled in the related courses

- Has maintain a minimum of 80% percentage attendance in learning activities associated with the course.

TOTAL CREDIT DETERMINATION

- The total number of credit that a student is allowed to enroll in each semester is between twelve (12) to twenty (20), or as specified in the respective Curriculum Document and Programme Structures.

- Student may enroll in less than twelve (12) credits or more than twenty (20) credits with the Academic advisor's endorsement and Head of academic department's approval.

COURSE ENROLMENT

- Course enrolment is done at the beginning of each semester within (7) seven days from the official date of the beginning of the academic semester.

- Students must meet the total credits allowed by adding other courses that are on offer in the current semester and repeat modules (carry) from the previous semester.

- Students need to get advice from the Academic Advisor as well as the confirmation of the respective Head of Department before registering.

- Student who has enrolled in a course has a responsibility to follow all learning activities and comply with all the requirements of the course.

- Student must fulfil the minimum attendance percentage as stipulated in order to be evaluated for all learning activities associated with the registered course.

- Failure of students to attend any learning activity satisfactorily for a module may result in students not being eligible to sit for the examination for that module.

CREDIT TRANSFER AND COURSE EXEMPTION (CTCE)

Students can apply for credit transfer and course exemption within three (3) weeks from the start of lecture for the first semester if they meet the requirement stipulated in the Polytechnic Educational Programme Credit Transfer and Course Exemption Guideline.

ADDING AND DROPPING A COURSE

- Students who have registered a module can add or drop a course (s) provided that the total number of credit allowed for the particular semester is not less or not more than the set number of credit hours.
- Students are allowed to add or drop a course from the beginning of week three (3) until week (6) of a particular academic semester. Students should first seek advice and endorsement from their Academic Advisor and/ or Head of Academic Programme and approval from the respective Head of Department.
- Students are not allowed to add or drop a course after the specified timeframe.

REPEATING A COURSE

- Students who failed compulsory, core courses and discipline core courses in a particular semester should enroll and repeat failed courses from the previous semester

- Students should undertake all the learning activities associated with the repeated courses.
- Students need to register to repeat the module together with the module set for the current semester after getting advice from the Academic Advisor and the approval of the Head of Department.
- The method of repeating the module is subject to the condition of the maximum total number of credit hours that have been set for each semester.
- The method of repeating the module is also subject to whether the module is offered or not during the semester.

IMPROVING COURSE GRADES

Students who passed with grade C-, D+ or D for any course;

i.   is allowed to improve course grade for a particular course once during his/ her duration of study.

ii.   should undertake all the learning activities associated with the course during any subsequent semester including short semester.

iii.   will have the highest grade earned used to compute the grade point obtained for the particular course.

iv.   can enrol to improve the course grade for a particular course but the total number of credit taken should not exceed twenty (20) credits. Under circumstances where this is not possible, student must obtain the approval of the Head of Department.

PROGRESSION IN THE PROGRAMME OF STUDIES

Students who obtained good standing (KB) and conditional standing (KS) are eligible to progress to subsequent semester.

CATEGORIES OF ASSESSMENT RESULTS

Assessment result for each semester will be categorized as below:

i.   Full Pass (LP)

Final semester students who acquire a CGPA that is equal to or more than 2.00, fulfil the required conditions, are qualified to be awarded a certificate.

ii.   Good Standing (KB)

Students who acquire a CGPA that is equal to or more than 2.00.

iii. Conditional Standing (KS)

Students who acquire a CGPA that is equal to or more than 1.60 but less than 2.00.

iv.   Fail and Termination of Study (GB)

Fail and termination of study status will be given to students who:

a)   Attain a CGPA that is less than 1.60

b)   Attain a GPA that is less than 1.00

c)   Fail a particular course three (3) times, which include the special final examination or special assessment or short semester

d)   Attain KS standing three (3) times consecutively

e)   Fail Industrial training course TWICE

f)   Fail the same WBL course TWICE

g)   Have exceeded the maximum duration of study for a particular programme.

DURATION OF STUDY

The duration of study for a Diploma course is as follows:

i.   Minimum: 5 semesters

ii.   Maximum: 9 semesters

CONFERMENT OF AWARD

Students are deemed to have completed their studies and qualified to be awarded a certificate of a particular programme if they satisfy the following criteria;

i.   Pass all required courses for the particular programme;

ii.   Obtain a CGPA that is equal to or more than 2.00

iii.   Acquire the total credit assigned to the particular programme

iv.   Endorsed by the Examination Board.

v.

HOW TO CALCULATE PNM (GPA)

Credit Hour x Value Point = Credit Point

KOD	NAMA KURSUS	JAM KREDIT	GRED	NILAI MATA	MATA KREDIT
DUB1012	PENGAJIAN MALAYSIA	2.0	A	4.00	8.00
DUE1012	COMMUNICATIVE ENGLISH 1	2.0	A	4.00	8.00
DUW1012	OCCUPATIONAL SAFETY AND HEALTH	2.0	C-	1.67	3.34
DVD1013	FUNDAMENTAL OF ART AND DESIGN	3.0	B	3.00	9.00
DVG1012	FUNDAMENTAL OF DIGITAL PHOTOGRAPHY	2.0	A-	3.67	7.34
DVI1012	ART HISTORY	2.0	B+	3.33	6.66
DVV1013	FUNDAMENTAL OF DRAWING	3.0	C	2.00	6.00
DVV1022	SCRIPT WRITING	2.0	A-	3.67	7.34

KEPUTUSAN : KEDUDUKAN BAIK   PNM : 3.09   HPNM : 3.09

Jam Kredit Diambil	: 18.0
Jam Kredit Diambilkira	: 18.0
Jam Kredit Terkumpul	: 18.0
Jam Kredit Minimum	: 91.0

Sample of student results for semester

$$PNM / CGPA = \frac{\text{TOTAL CREDIT POINT FOR ALL SUBJECTS}}{\text{TOTAL CREDIT HOUR}}$$

PNM /GPA = (8.00 + 8.00 + 3.34 + 9.00 +7.34 + 6.66 + 6.00 + 7.34)/18

PNM /GPA = 55.68 / 18

PNM /GPA = 3.09

HOW TO CALCULATE HPNM (CGPA)

KOD	NAMA KURSUS	JAM KREDIT	GRED	NILAI MATA	MATA KREDIT
DUB1012	PENGAJIAN MALAYSIA	2.0	A	4.00	8.00
DUE1012	COMMUNICATIVE ENGLISH 1	2.0	A	4.00	8.00
DUW1012	OCCUPATIONAL SAFETY AND HEALTH	2.0	C-	1.67	3.34
DVD1013	FUNDAMENTAL OF ART AND DESIGN	3.0	B	3.00	9.00
DVG1012	FUNDAMENTAL OF DIGITAL PHOTOGRAPHY	2.0	A-	3.67	7.34
DVI1012	ART HISTORY	2.0	B+	3.33	6.66
DVV1013	FUNDAMENTAL OF DRAWING	3.0	C	2.00	6.00
DVV1022	SCRIPT WRITING	2.0	A-	3.67	7.34

KEPUTUSAN : KEDUDUKAN BAIK   PNM : 3.09   HPNM : 3.09

Jam Kredit Diambil : 18.0
Jam Kredit Diambilkira : 18.0
Jam Kredit Terkumpul : 18.0
Jam Kredit Minimum : 91.0

Sample of student results for semester

KOD	NAMA KURSUS	JAM KREDIT	GRED	NILAI MATA	MATA KREDIT
DPB2012	ENTREPRENEURSHIP	2.0	A	4.00	8.00
DRX2001	KOKURIKULUM 2	1.0	A	4.00	4.00
DUA2042	SENI DALAM ISLAM	2.0	A-	3.67	7.34
DVD2013	STORYBOARDING	3.0	B	3.00	9.00
DVG2022	DIGITAL IMAGING	2.0	A-	3.67	7.34
DVV2013	TEKNOLOGI AUDIO VIDEO	3.0	B+	3.33	9.99
DVV2023	SINEMATOGRAFI	3.0	B+	3.33	9.99
DVV2032	PENGENALAN KEPADA PENERBITAN VIDEO	2.0	A-	3.67	7.34

KEPUTUSAN : KEDUDUKAN BAIK   PNM : 3.50   HPNM : 3.30

Jam Kredit Diambil : 18.0
Jam Kredit Diambilkira : 18.0
Jam Kredit Terkumpul : 36.0
Jam Kredit Minimum : 91.0

Sample of student results for semester

$$HPNM / CGPA = \frac{\text{TOTAL CREDIT POINT FOR ALL SEMESTER}}{\text{TOTAL CREDIT HOUR ALL SEMESTER}}$$

HPNM / CGPA = ((8.00 + 4.00 + 7.34 + 9.00 + 7.34 + 9.99 + 9.99 + 7.34) + 55.68) / (18 + 18)

HPNM / CGPA = (63 + 55.68) / 36

HPNM / CGPA = 118.68 / 36

HPNM / CGPA = 3.30

E-LEARNING UNIT

CIDOS (E-Learning) is an interactive online educational system which provides facilities for lecturers and students to create quality materials for online learning.

The CIDOS system can be browsed through LMS 3.5: http://cidos.edu.my

LECTURERS IN DBS PROGRAMME

PUAN NORHAFEEZA BT BAMBANG SHAIDI
DH44
KETUA PROGRAM DBS

PUAN ATIQAH BINTI MOHD SANI
DH41
PENOLONG KETUA PROGRAM DBS/PENSYARAH

ENCIK MOHD ZAINUDIN BIN MOHD ESIN
DH54
PENSYARAH UTAMA

PUAN KHUZAIMAH BT BAHARUDDIN
DH52
PENSYARAH UTAMA

PUAN QUYRUL ZETA BINTI ISHAK
DH48
PENSYARAH KANAN

PUAN AZALINDA BINTI MAT SAAD
DH48
PENSYARAH KANAN

PUAN NORHAYATI BINTI JAIS @ MOHD SAID
DH44
PENSYARAH

PUAN ZAUYAH BINTI AZMAN
DH44
PENSYARAH

PUAN NOOR AINI BINTI MOHARAD
DH44
PENSYARAH

CIK NORHIDAYAH BINTI SAMSU
DH41
PENSYARAH

ENCIK MUHAMMAD RAHMAD BIN HASSAN
DH41
PENSYARAH

Pengenalan Kepada
OUTCOME BASED EDUCATION (OBE)

Apakah itu OBE?

OBE ialah satu model pendidikan yangmengutamakan pencapaian pembelajaran pelajar.

OBE mengkehendaki pelajar menunjukkan bahawa mereka **TAHU** dan **BOLEH MELAKSANAKAN** apa yang dikehendaki oleh hasil–hasil pembelajaran.

Kenapa OBE?

OBE dilaksanakan bagi MEMASTIKAN program akademik, sistem pengajaran, pentaksiran (assessment) serta diri anda sendiri sebagai graduan adalah pada tahap kualiti yang tinggi.

Kepentingan OBE

Untuk mendapat pengiktirafan:

* Malaysia Quality Agency (MQA)
* Agensi antarabangsa seperti mutual recognition of Engineering Diplomas i.e Dublin Accord

Prinsip OBE

01 CLARITY OF FOCUS — Lecturer will focus on what they want their students to know, understand and be able to do.

02 DESIGN DOWN — The curriculum design must start with a clear definition of the intended outcomes that students are to achieve by the end of the program.

03 HIGH EXPECTATION — Lecturer will strive to provide expanded opportunities for all students in learning.

04 EXPANDED LEARNING — Lecturer will establish high, challenging standards of performance in order to encourage students to engage deeply in what they are learning.

PRINSIP OBE

Pengenalan Kepada
OUTCOME BASED EDUCATION (OBE)

Hasil Pembelajaran *(Learning Outcome)*

LO adalah kenyataan–kenyataan yang spesifik mengenai pengetahuan, kemahiran dan kebolehan yang dipunyai oleh setiap pelajar.

*LO untuk kursus dikenali sebagai (**CLO – Course Learning Outcomes**)
* LO program dikenali sebagai (**PLO – Programme Learning Outcomes**)

OBE Outcome Levels

Level	Outcome	Timing
04	Programme Educational Objectives (PEO)/ Program AIMS (PAI)	3-5 years after graduation
03	Programme Learning Outcomes (PLO)	Upon graduation
02	Course Learning Outcomes (CLO)	Upon subject completion
01	Topic Learning Outcomes	Upon topic completion

Student Learning Time (SLT)

Apakah itu Student Learning Time (SLT)?

SLT adalah ukuran kuantitatif terhadap semua aktiviti pembelajaran yang diperlukan untuk mencapai set hasil pembelajaran / Learning Outcome yang ditetapkan. Ia juga dikenali sebagai Beban Pembelajaran

Aktiviti –aktiviti pembelajaran adalah terdiri daripada kuliah, tutorial, sesi amali, seminar, pengumpulan maklumat, kerja luar/tapak, projek serta persediaan dan menduduki peperiksaan.

Bagaimana mengira SLT ?

Aktiviti seharian
16 jam sehari / 112 seminggu

+

Aktiviti Peningkatan kendiri
8 jam sehari / 56 jam seminggu
(max : 8 jam X 7 hari)

Adalah dianggarkan seorang pelajar memerlukan 5 hari (40 jam) masa pembelajaran berkesan seminggu ditambah 8 jam pada hujung minggu (48 jam).

Oleh itu, untuk 1 semester (15 minggu), waktu pembelajaran berkesan yang diperlukan ialah **48 jam x 15 minggu = 720 jam**

Kesimpulannya, waktu pembelajaran berkesan atau beban pembelajaran adalah:

± 8 jam sehari
48 hingga 56 jam seminggu
720 hingga 840 jam untuk 1 semester (15 minggu)

Di dalam OBE semua masa pembelajaran sendiri turut diambilkira di dalam pengiraan kredit.

APAKAH ITU KREDIT?

Kredit ialah **ukuran kuantitatif** yang mewakili isipadu pembelajaran atau **beban pembelajaran (SLT)** untuk mencapai set hasil pembelajaran @ **learning outcomes yang ditetapkan.**

School Time

Isnin	Selasa	Rabu	Khamis	Jumaat	
8jam +	8jam +	8jam +	8jam +	8jam	= 40 jam

1 kredit = 40 SLT (per semester) –Nilai Anggaran

Bagi kursus diploma :
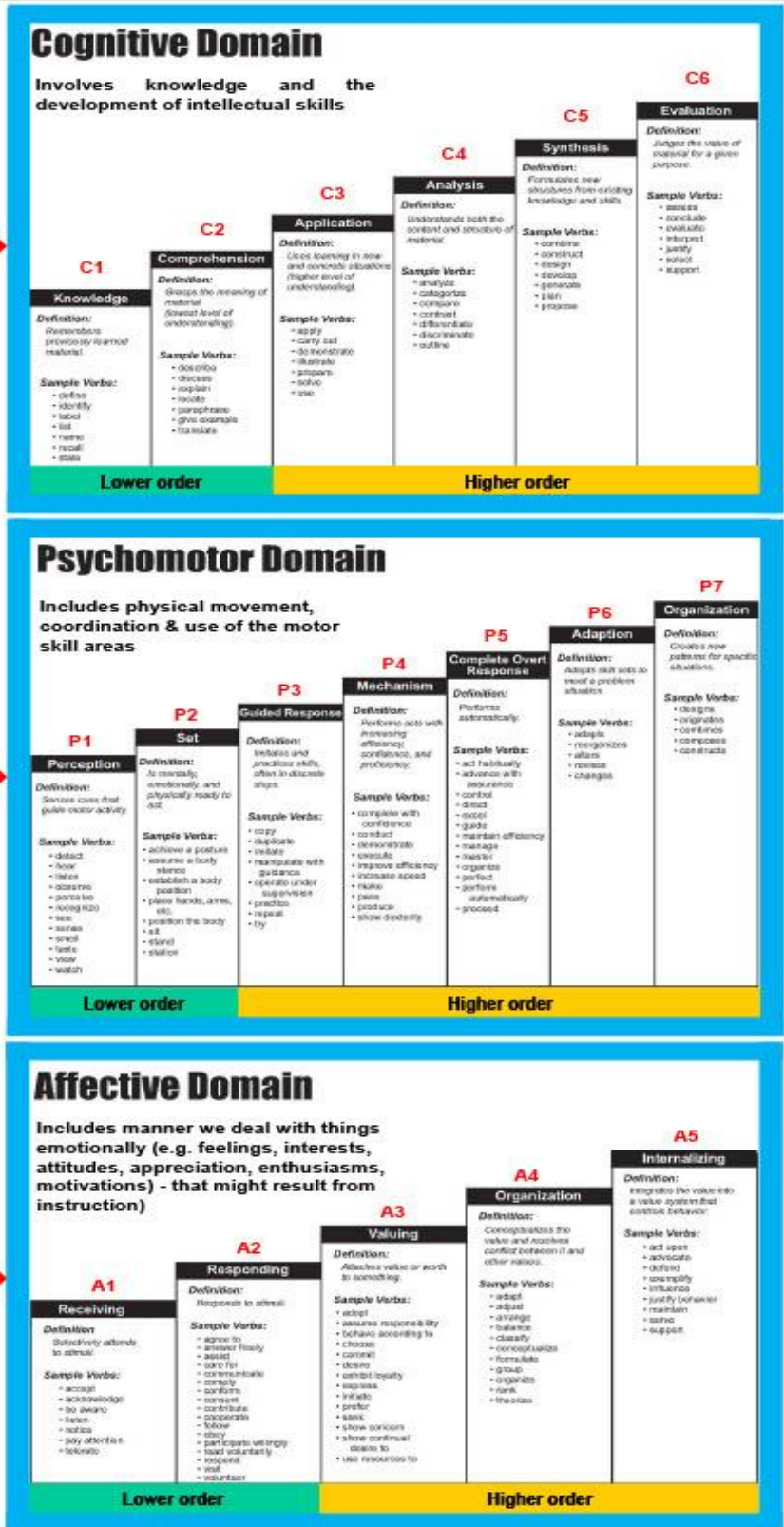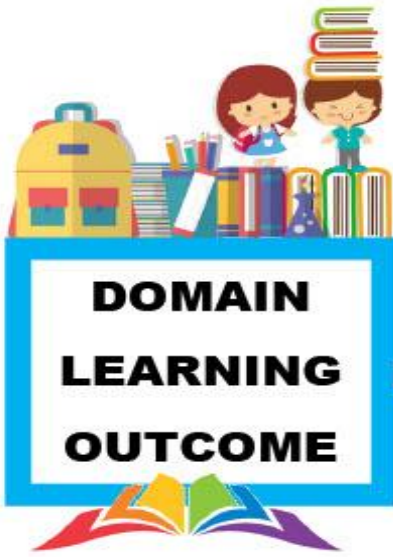Kredit nominal **16 per semester**
Kredit maksimum **20 per semester**

Contoh kursus:
DEE6122 SIGNAL AND SYSTEMS

DISTRIBUTION OF STUDENT LEARNING TIME
ACCORDING TO COURSE LEARNING - TEACHING ACTIVITY

Jumlah SLT :

▶ **Dependent learning**
+
▶ **Independent learning**
= **80 jam** (jumlah SLT)

Oleh itu,

Kredit = 80/40

= **2 kredit**

⚙️ⓘBE

DOMAIN

LEARNING

OUTCOME

Cognitive Domain

Involves knowledge and the development of intellectual skills

C1 — Knowledge
Definition: Remembers previously learned material.
Sample Verbs:
- define
- identify
- label
- list
- name
- recall
- state

C2 — Comprehension
Definition: Grasps the meaning of material (lowest level of understanding).
Sample Verbs:
- describe
- discuss
- explain
- locate
- paraphrase
- give example
- translate

C3 — Application
Definition: Uses learning in new and concrete situations (higher level of understanding).
Sample Verbs:
- apply
- carry out
- demonstrate
- illustrate
- prepare
- solve
- use

C4 — Analysis
Definition: Understands both the content and structure of material.
Sample Verbs:
- analyze
- categorize
- compare
- contrast
- differentiate
- discriminate
- outline

C5 — Synthesis
Definition: Formulates new structures from existing knowledge and skills.
Sample Verbs:
- combine
- construct
- design
- develop
- generate
- plan
- propose

C6 — Evaluation
Definition: Judges the value of material for a given purpose.
Sample Verbs:
- assess
- conclude
- evaluate
- interpret
- justify
- select
- support

Lower order | **Higher order**

Psychomotor Domain

Includes physical movement, coordination & use of the motor skill areas

P1 — Perception
Definition: Senses cues that guide motor activity.
Sample Verbs:
- detect
- hear
- listen
- observe
- perceive
- recognize
- see
- sense
- smell
- taste
- view
- watch

P2 — Set
Definition: Is mentally, emotionally, and physically ready to act.
Sample Verbs:
- achieve a posture
- assume a body stance
- establish a body position
- place hands, arms, etc.
- position the body
- sit
- stand
- station

P3 — Guided Response
Definition: Imitates and practices skills, often in discrete steps.
Sample Verbs:
- copy
- duplicate
- imitate
- manipulate with guidance
- operate under supervision
- practice
- repeat
- try

P4 — Mechanism
Definition: Performs acts with increasing efficiency, confidence, and proficiency.
Sample Verbs:
- complete with confidence
- conduct
- demonstrate
- execute
- improve efficiency
- increase speed
- make
- pace
- produce
- show dexterity

P5 — Complete Overt Response
Definition: Performs automatically.
Sample Verbs:
- act habitually
- advance with assurance
- control
- direct
- excel
- guide
- maintain efficiency
- manage
- master
- organize
- perfect
- perform automatically
- proceed

P6 — Adaption
Definition: Adapts skill sets to meet a problem situation.
Sample Verbs:
- adapts
- reorganizes
- alters
- revises
- changes

P7 — Organization
Definition: Creates new patterns for specific situations.
Sample Verbs:
- designs
- originates
- combines
- composes
- constructs

Lower order | **Higher order**

Affective Domain

Includes manner we deal with things emotionally (e.g. feelings, interests, attitudes, appreciation, enthusiasms, motivations) - that might result from instruction)

A1 — Receiving
Definition: Selectively attends to stimuli.
Sample Verbs:
- accept
- acknowledge
- be aware
- listen
- notice
- pay attention
- tolerate

A2 — Responding
Definition: Responds to stimuli.
Sample Verbs:
- agree to
- answer freely
- assist
- care for
- communicate
- comply
- conform
- consent
- contribute
- cooperate
- follow
- obey
- participate willingly
- read voluntarily
- respond
- visit
- volunteer

A3 — Valuing
Definition: Attaches value or worth to something.
Sample Verbs:
- adopt
- assume responsibility
- behave according to
- choose
- commit
- desire
- exhibit loyalty
- express
- initiate
- prefer
- seek
- show concern
- show continual desire to
- use resources to

A4 — Organization
Definition: Conceptualizes the value and resolves conflict between it and other values.
Sample Verbs:
- adapt
- adjust
- arrange
- balance
- classify
- conceptualize
- formulate
- group
- organize
- rank
- theorize

A5 — Internalizing
Definition: Integrates the value into a value system that controls behavior.
Sample Verbs:
- act upon
- advocate
- defend
- exemplify
- influence
- justify behavior
- maintain
- serve
- support

Lower order | **Higher order**

Based on "Taxonomy of Educational Objectives", B.S. Bloom Editor. 1956

BE

TEACHER-CENTRED VS STUDENT-CENTRED

ELEMENTS	TEACHER-CENTERED	STUDENT-CENTERED
KNOWLEDGE	Transmitted form Instruction	Constructed by students
STUDENT PARTICIPATION	Passive	Active
ROLE OF LECTURER	Leader/Authority	Facillitator/ Partner in Learning
ROLE OF ASSESSMENT	Few tests, Mainly for grading	Many tests, for ongoing feedback
EMPHASIS	Learning correct answers	Developing deeper understanding
ASSESSMENT METHOD	One dimensional testing	Multidimensional testing
ACADEMIC CULTURE	Competitive, Individualistic	Collaborative, Supportive