POLITEKNIK MALAYSIA
NILAI

STUDENT GUIDEBOOK

DIPLOMA
BUSINESS INFORMATION SYSTEM
June 2020 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:

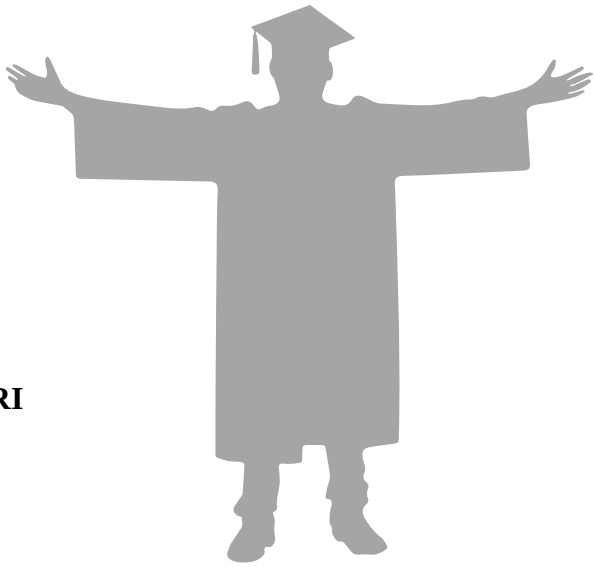
JABATAN PERDAGANGAN

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

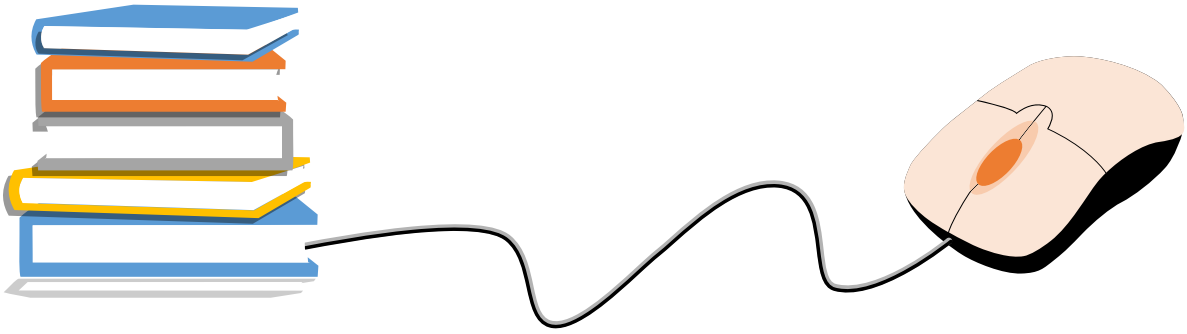
Diploma in Mechanical Engineering (DKM)

Diploma in Mechatronic Engineering (DEM)

JABATAN AGROTEKNOLOGI DAN BIO-INDUSTRI

Diploma in Bio-technology (DBT)

Diploma in Horticultural Landscape (DLH)



VISION AND MISION

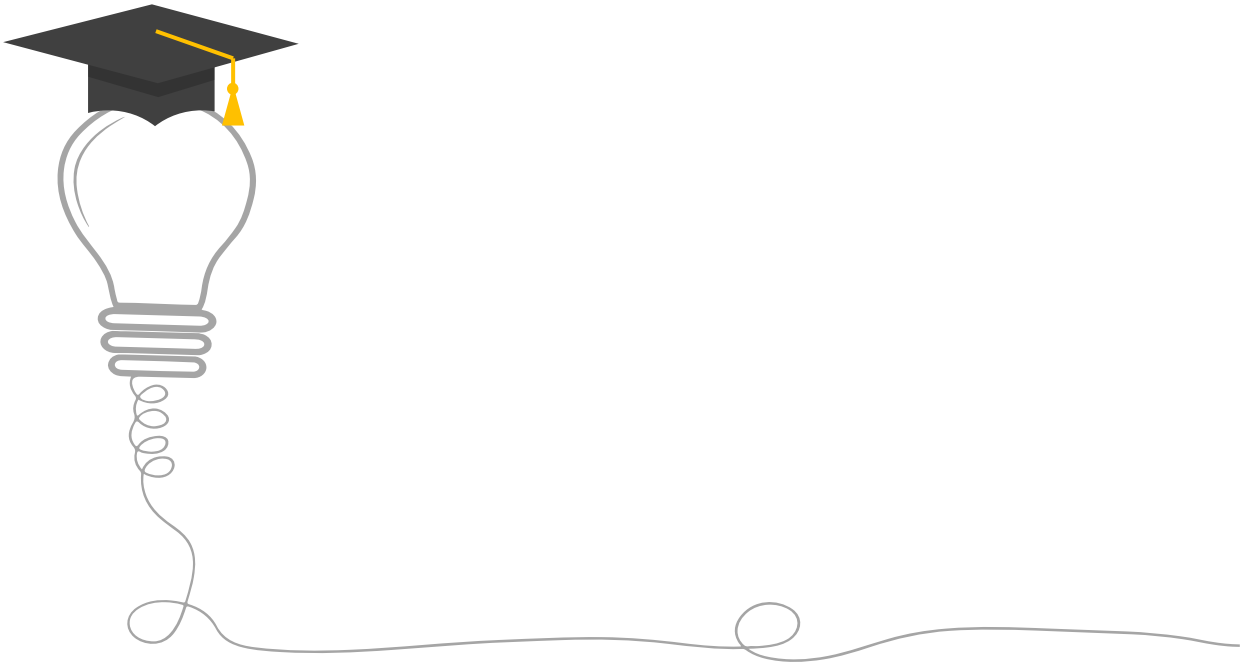
POLITEK NILAI

VISION

To be the Leading - edge TVET institution

MISION

1. To provide wide access to quality and recognized TVET Programmes
2. To empower community through lifelong learning
3. To develop holistic, entrepreneurial and balanced graduates
4. To capitalize on smart partnership with stakeholders



PROGRAMME OVERVIEW

This dynamic programme focuses on the business information system for the modern-day business environment. Challenging growth in the industry, as well as growing demand for a skilled and knowledgeable workforce, has made various industries require more analytical and creative employees to remain in a competitive global marketplace. Therefore, the Department of Polytechnic and Community College Education (DPCCE) has worked collaboratively with the nation's industries in developing the curriculum for the programme. This curriculum integrates all activities in modern and challenging businesses to foster a more sustainable environment. Thus, it is designed to equip students with the essential knowledge and skills of business operations and information technology that will empower them to support the tactical, operational and strategic needs of a business. The students will be able to critically analyse business problems and develop innovative solutions through the effective use of information systems, occupying the gap between business and technology areas.

SYNOPSIS

Diploma in Business Information System provides students with the importance of business information systems in organizations. The programme provides students with the knowledge and skills of accounting, economics, marketing, decision science, management and business information systems. Discipline core courses include Business Information Systems, Business Computer Application, E-Commerce, Introduction to Programming, Web Development, Business Information Systems in Supply Chain, Business Analytics for Decision Support System, Database Management Systems, Project Management, Creative Multimedia for Business and Business Information Systems Project. This knowledge and skills will strengthen the abilities in problem identification, data analysis and decision making to provide solutions and continuous improvement for a business.

PROGRAMME AIMS

The Diploma in Business Information Systems graduates in Polytechnics, Ministry of Higher Education will have the knowledge, skills and attitude to adapt themselves with business technology advancements and challenges in the organization.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

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

PEO 1:	Occupy the field of business information system with personnel or entrepreneurs who are knowledgeable and skilful.
PEO 2:	Provide the industries with personnel or entrepreneurs who can communicate well in written and spoken to convey information as a leader or team member in conducting business information systems tasks and other related activities.
PEO 3:	Produce personnel or entrepreneurs who are continuously seeking the knowledge and skills to sustain themselves in the challenging information and technology environment.
PEO 4:	Establish the ethics and professionalism of personnel or entrepreneurs in the business information systems environment within organizations and society.

PROGRAMME LEARNING OUTCOME (PLO)

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

PLO 1 — **CLS 1: KNOWLEDGE & UNDERSTANDING**

Apply the concepts and theories of business information systems in an organization.

PLO 2 — **CLS 2: COGNITIVE SKILLS**

Analyze valuable information and ideas-gathered by possessing scientific and creative thinking skills to solve problems in a business information system.

PLO 3 — **CLS 3a: PRACTICAL SKILLS**

Perform practical work skills in handling business information systems activities.

PLO 4 — **CLS 3b: INTERPERSONAL & COMMUNICATION SKILS**

Display the ability to work in a group effectively by conveying verbal and written information coherently as a leader or team member in conducting business information systems tasks and other related activities.

PLO 5 — **CLS 3c: DIGITAL & NUMERACY SKILLS**

Manipulate a variety of skills in managing information, including the use of digital applications and commit to continue seeking knowledge for self-improvement.

PLO 6 | **CLS 3d: LEADERSHIP, AUTONOMY & RESPONSIBILITY**

Manipulate a variety of skills in managing information, including the use of digital applications and commit to continue seeking knowledge for self-improvement.

PLO 7 | **CLS 4: PERSONAL & ENTREPRENEURIAL SKILLS**

Organize career paths by identifying self-improvement initiatives and possibilities of being an entrepreneur during the exploration and engagement in activities relating to entrepreneurship.

PLO 8 | **CLS 5: ETHICS & PROFESSONALIS**

Adopt positive values, ethics and professionalism in conducting business information systems activities.

JOB PROSPECTS

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

- Assistant Data Analyst
- Assistant System Analyst
- Sales and Business Development Executive
- Social Media Administrator
- Web Administrator
- Digital Entrepreneur

MATRIX OF PROGRAMME LEARNING OUTCOME (PLO) VS PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

PROGRAM LEARNING OUTCOME (PLO)		PROGRAMME EDUCATIONAL OBJECTIVE (PEO)			
		PEO1	PEO2	PEO3	PEO4
PLO1	Apply the concepts and theories of business information systems in an organization.	/			
PLO2	Analyze valuable information and ideas-gathered by possessing scientific and creative thinking skills to solve problems in a business information system.	/			
PLO3	Perform practical work skills in handling business information systems activities.	/			
PLO4	Display the ability to work in a group effectively by conveying verbal and written information coherently as a leader or team member in conducting business information systems tasks and other related activities.		/		
PLO5	Manipulate a variety of skills in managing information, including the use of digital applications and commit to continue seeking knowledge for self-improvement.			/	
PLO6	Demonstrate the ability to be a responsible individual as a leader or a team member by using social skills in communicating information, thoughts and feelings with others.		/		
PLO7	Organize career paths by identifying self-improvement initiatives and possibilities of being an entrepreneur during the exploration and engagement in activities relating to entrepreneurship.			/	
PLO8	Adopt positive values, ethics and professionalism in conducting business information systems activities..				/

PROGRAMME STRUCTURE DBS

Year	Semester	Course Name	Course COde	CLassification	Credit	Co/Requisite
1	1	Penghayatan Etika dan Peradaban	MPU21032	Compulsary	2	
		Communicative English 1	UE10012	Compulsary	2	
		Sukan	MPU24XX1	Compulsary	1	
		Unit Beruniform 1	MPU24XX1	Compulsary		

Year	Semester	Course Name	Course COde	CLassification	Credit	Co/Requisite
		Business Accounting	DPA10183	Common Core	3	
		Principles of Marketing	DPM10013	Common Core	3	
		Business Information System	DPS10013	Discipline Core	3	
		Business Computer Applications	DPS10023	Discipline Core	3	
				Jumlah Kredit	**17**	
	2	Pengajian Islam	MPU23012	Compulsary	2	
		Nilai Masyarakat Islam**	MPU23042	Compulsary		
		Kelab/Persatuan	MPU2XX41	Compulsary	1	
		Unit Beruniform 2	MPU2XX41	Compulsary		MPU24XX1
		Statistics	DPB30063	Common Core	3	
		Principles of Management	DPB10023	Common Core	3	
		Microeconomics	DPB10013	Common Core	3	
		E-Commerce	DPS20033	Discipline Core	3	
		Introduction to Programming	DPS20043	Discipline Core	3	
				Jumlah Kredit	**18**	
2	3	Communicative English 2	DUE30022	Compulsary	2	
		Macroeconomics	DPB20033	Common Core	3	
		Green Technology Compliance	DUG30023	Common Core	3	
		Web Development	DPS30053	Discipline Core	3	
		Business Analytics and Decision Support system	DPS30063	Discipline Core	3	DPS1001/ DPS30073
		Database Management System	DPS30073	Discipline Core	3	DPS30063
				Jumlah Kredit	**17**	
	4	Business Law	DPB30073	Common Core	3	
		Human Resource management	DPB50123	Common Core	3	
		Business information System in Supply Chain	DPS40083	Discipline Core	3	
		Project Management	DPS40093	Discipline Core	3	
		Creative Multimedia for Business	DPS40103	Discipline Core	3	
		Elective		Elective	2	
				Jumlah Kredit	**17**	
3	5	Communicative English 3	DUE50023	Compulsary	2	
		Entrepreneurship	MPU22012	Common Core	2	
		Business Ethics	DPB30083	Common Core	3	
		Introduction to International Business	DPP20013	Common Core	3	
		Digital entrepreneurship	DPU30013	Common Core	3	
		Business Information System Project	DPS50123	Discipline Core	3	
				Jumlah Kredit	**16**	
	6	Industrial Training	DUT60019		9	
				Jumlah Kredit	**9**	
				Jumlah Kredit Bergraduat	**94**	

DISCIPLINE CORE SYNOPSIS

SEMESTER 1

DPS10013 BUSINESS INFORMATION SYSTEM

BUSINESS INFORMATION SYSTEM is an introduction course that allows student to have a good understanding of business information, information system hardware and software, data communication and computer network. It also explores the usage of the internet-based applications along with understanding about the ethical and security in information system.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1	:	Explain the concept of a business information system in the business field	(C2 .PLO 1)
CLO2	:	Describe the internet and its technologies related to the business field	(A1 , PLO 4)
CLO3	:	Study the knowledge of ethics, security and regulation in information technology related to business organization.	(A3 , PLO 8)

DPS10023 BUSINESS COMPUTER APPLICATIONS

BUSINESS COMPUTER APPLICATIONS provides students with knowledge and skills of business software applications such as word processing, spreadsheet, presentations and email applications. This course allows students to have a good understanding to use standard software programs found in the workplace. Students manage to give input, review, design and present information in a productive and efficient manner.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1 : Explain the concept of computer applications ia a business area. (C3 , PLO 1)

CLO2 : Perform the practical element in computer applications for business activities. (P3 , PLO 3)

CLO3 : Manipulate the skills in computer applications to support a digital application for business operations. (P4 , PLO 5)

SEMESTER 2

DPS20033 E-COMMERCE

E-COMMERCE is a course that provides students with the essential knowledge of running a business through electronics medium. This course allows students to have a good understanding of 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 systems and e-commerce security. It also explores the online retailing and services and online content and media in ecommerce.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1 : Apply the theory and concept in e-commerce and internet marketing to set up an electronic business. (C3 ,PLO1)

CLO2 : Display the skill of problem-solving to find solutions for any ecommerce problem using an appropriate software application. (P2,PLO 3)

CLO3 : Show the ability to build an e-commerce website to execute an electronic business. (A ,PLO 7)

DPS20043 INTRODUCTION TO PROGRAMMING

INTRODUCTION TO PROGRAMMING introduces students to object-oriented programming concept using Python programming language. It is an interpreted language, with a simple syntax , and a powerful set of libraries . The course covers coding, compiling and executing an application, error checking and debugging, and testing of the application.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1 : apply the basic concept of programming and instructions using the phyton language. (C3, PLO 2)

CLO2 : build simple phyton programmes using the programming fundamentals, input and output command, conditional and iteration constructs to solve the given task. (P4, PLO 3)

CLO3 : demonstrate the ability to explain the business system solution according to the given requirements. (A3, PLO 4)

SEMESTER 3

DPS30053 WEB DEVELOPMENT

WEB DEVELOPMENT provides students with the basic concept in web environment together with the knowledge of developing interactive web-based solutions that involves database environment. Students will also learn various operations of data manipulation using database.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1 : apply the knowledge of web development concepts to build a website. (C3, PLO1)

CLO2 : manipulate the technique in web creation software to design an attractive website. (P3, PLO3)

CLO3 : display an interactive business system solution according to the given requirements.(P4, PLO5)

DPS30063 BUSINESS ANALYTICS FOR DECISION SUPPORT SYSTEM

BUSINESS ANALYTICS FOR DECISION SUPPORT SYSTEM provides an overview of organizational aspects that supports business and organizational decision-making activities. It is also include the decision maker responsibilities to solve problems that may occur in their business. It also establishes a foundation for understanding of big data and gain skills to analyze big amounts of data to create an appropriate business solution strategy.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1: Discover the concept of decision-making in business environment (C4, PLO2)

CLO2: Construct business solutions using business intelligence tools (P3, PLO3)

CLO3: Demonstrate good team work and good communication skills in a group decision making process (A3, PLO4)

DPS30073 DATABASE MANAGEMENT SYSTEM

DATABASE MANAGEMENT SYSTEM provides the knowledge of database concept and database management system. Students are emphasized to create and develop database using Database Management System software. It requires students to design, develop, modify, implement and maintain the database systems. It also emphasizes on the profound database models as a guide to create a stable database system underlying most of the application.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1: apply the knowledge of the database to develop a database application system using the applicable application software. (C3, PLO 1)

CLO2: manipulate the Structured Query Language (SQL) to perform a task using database management system software. (P3, PLO 3)

CLO3: build a database management system using Structured Query Language(SQL). (P4, PLO 5)

SEMESTER 4

DPS40083 BUSINESS INFORMATION SYSTEM IN SUPPLY CHAIN

BUSINESS INFORMATION SYSTEM IN SUPPLY CHAIN is a set of inter-related procedures using information technology infrastructure to generate and disseminate desire information to be used in supply chain management. This course is designed to provide an understanding of the knowledge as well as the skills of students to organize supply chain using the element of business information system.

COURSE LEARNING OUTCOME:

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

CLO1 : Expose the concepts of business information systems in supply chain management. (C3, PLO1)

CLO2 : Display the ability to use tools and application of information technology in supply chain management. (P3,PLO3)

CLO3 : Apply the techniques of business information systems in the supply chain within a stipulated time frame through group presentations. (A3 , PLO7)

DPS40093 PROJECT MANAGEMENT

PROJECT MANAGEMENT provides students with the knowledge of philosophy, methodology and system of tools that aimed to create and maintain mechanism of organization's continuous improvement. This course emphasizes the main principles of business and social excellence to enhance the knowledge and skills of the students when they want to implement total quality management and project management in any sphere of business and public sector.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1: Practice the principles and concepts of Total Quality Management (TQM) and Project Management in the business process. (C3, PLO1)

CLO2: Demonstrate the ability to communicate as a leader or team member in performing tasks in the planning and execution phases of a project. (A3, PLO4)

CLO3: Integrate the professionalism, positive attitude and values of quality management while conducting a project management task. (A4, PLO8)

ELECTIVE

DPS40112 MOBILE APPLICATION

MOBILE APPLICATION course introduces basic concept and knowledge on developing mobile application. This course applies project development process such as planning, designing, developing and testing. It is also highlight on creating and developing a creative interactive application by using current mobile development software.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1: Apply the concepts of developing an application in a mobile application environment. (C3, PLO2)
CLO2: Construct a mobile application using appropriate mobile application software. (P4, PLO3)
CLO3: Demonstrate an interactive mobile application through group presentations based on the given requirements. (A3, PLO4)

SEMESTER 5

DPS50123 BUSINESS INFORMATION SYSTEM PROJECT

BUSINESS INFORMATION SYSTEM PROJECT will be implemented in groups. Each group will work under lecturer(s) supervision. Project title will be based and focused on system and website development. Each student will be assessed independently. The course will cover project requirement, proposal development, project development, report writing guidelines and prototype presentation.

COURSE LEARNING OUTCOMES (CLO):

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

CLO1 : Propose a solution to solve issues in the business information system using appropriate software or method. (C5, PLO2)
CLO2 : Display the skills to solve issues in the business information system through the chosen solution. (P5, PLO3)
CLO3 : Practice the roles as a leader or a member of a team and engage with the society and stakeholders to solve the problem. (A5 , PLO6)
CLO4 : Defend the project outcome with ethics and professionalism within the specified time given. (A4 , PLO8)

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)

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

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

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

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:

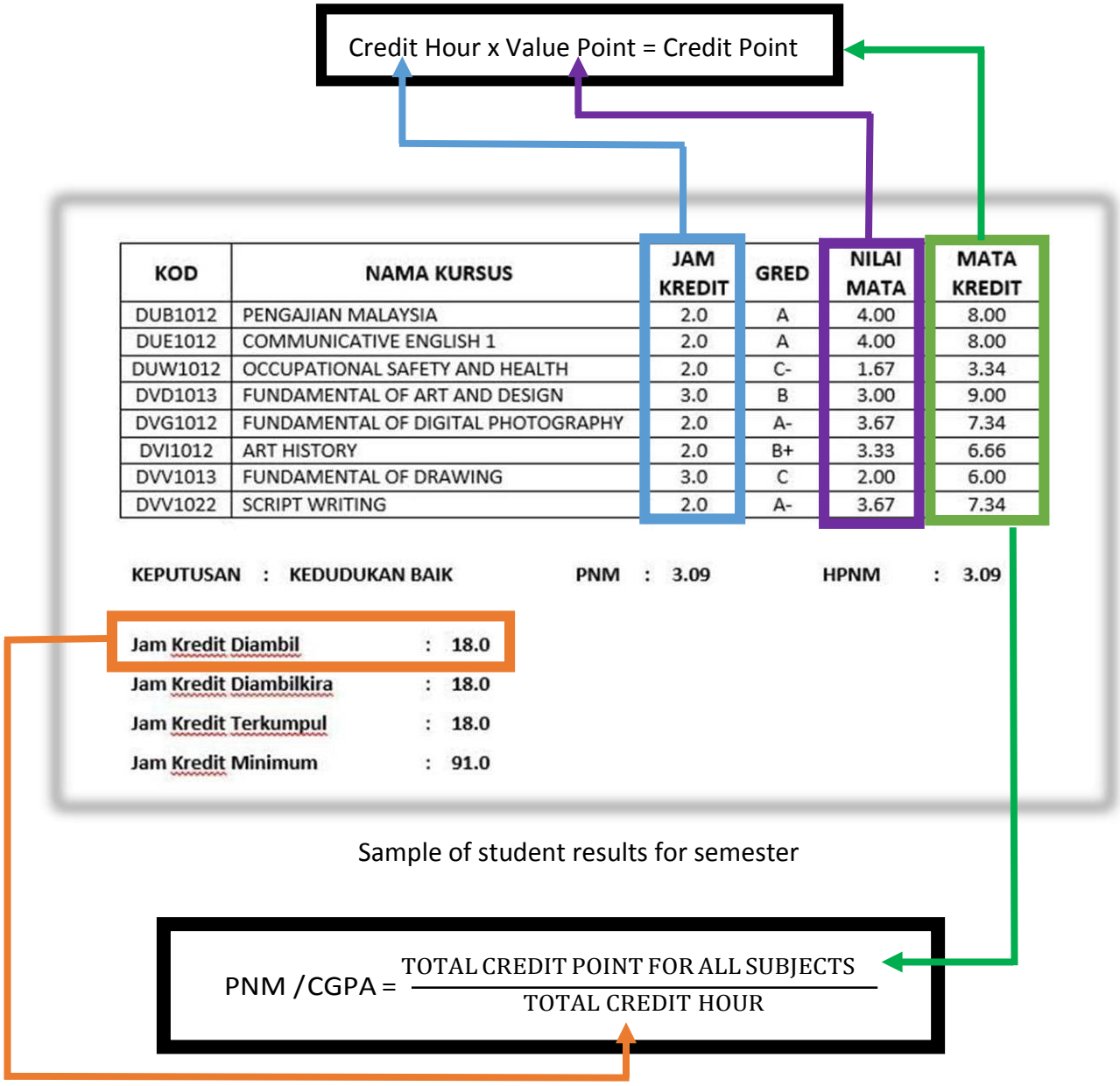
i. Minimum: 5 semesters
ii. Maximum: 9 semesters

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.

HOW TO CALCULATE PNM (GPA)

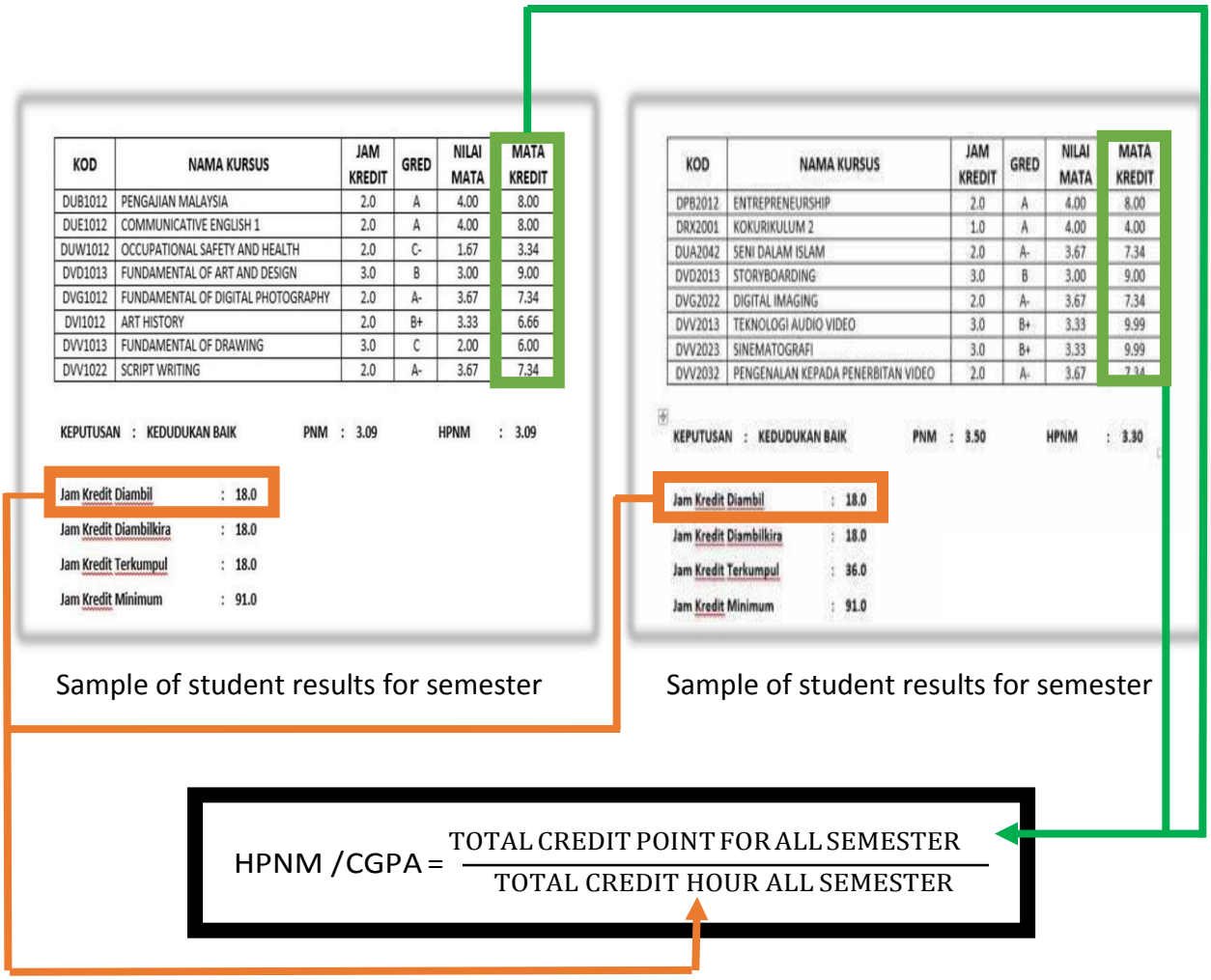


PNM /GPA = (8.00 + 8.00 + 3.34 + 9.00 +7.34 + 6.66 + 6.00 + 7.34)/18

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

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

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
DH48
PENSYARAH KANAN

PUAN ZAUYAH BINTI AZMAN
DH48
PENSYARAH KANAN

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 B**OLEH 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

Lecturer will focus on what they want their students to know, understand and be able to do.

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

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

Lecturer will strive to provide expanded opportunities for all students in learning.

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**)

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

+

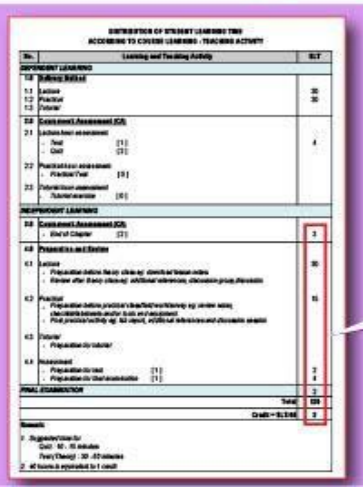
Aktiviti Peningkatan kendiri
8 jam sehari / 56 jam seminggu
(max : 8 jam X 7 hari)

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.**

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

No.	Learning and Teaching Activity	SLT
DEPENDENT LEARNING		
1.0	**Delivery Method**	
1.1	*Lecture*	30
1.2	*Practical*	0
1.3	*Tutorial*	15
2.0	**Coursework Assessment (CA)**	
2.1	Lecture-hour assessment (LHA)	
	- Test [2]	
	- Quiz [2]	
2.2	Practical-hour assessment (PHA)	3
	- Practical Exercises [0]	
2.3	*Tutorial-hour assessment*	
INDEPENDENT LEARNING		
3.0	**Continuous Assessment (CA)**	
	- End of Chapter [4]	8.0
4.0	**Preparation and Review**	
4.1	*Lecture*	15.0
	- *Preparation before theory class eg: download lesson notes*	
	- *Review after theory class eg: additional references, discussion group,discussion*	
4.2	*Practical (0 hour (s) x 15weeks)*	0
	- *Preparation before practical class/field work/survey eg: review notes, checklist/laboratory*	
	- *Post practical activity eg: lab report, additional references and discussion session*	
	- *Preparation before studio work presentation/critique*	
4.3	*Tutorial (0.5 hour(s) x 15weeks)*	8.0
	- *Preparation for tutorial*	
4.4	*Assessment*	2
	- *Preparation for test (1.0)*	1
	- *Preparation for Final Examination*	
FINAL EXAMINATION		2
	Total	80
	Credit = SLT/40	2

Remark:
1. *Suggested time for*
Quiz : 10-15 minutes
Test (Theory) : 30-60 minutes

2. *40 hours is equivalent to 1 credit*

Jumlah SLT :
→ **Dependent learning**
+
→ **Independent learning**
= **80 jam** (jumlah SLT)

Oleh itu,

Kredit = 80/40

= **2 kredit**

BE

Cognitive Domain

Involves knowledge and the development of intellectual skills

C1	C2	C3	C4	C5	C6
Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
Definition: Remembers previously learned material. Sample Verbs: define, identify, label, list, name, recall, state	Definition: Grasps the meaning of material (lowest level of understanding). Sample Verbs: describe, discuss, explain, locate, paraphrase, give examples, translate	Definition: Uses learning in new and concrete situations (higher level of understanding). Sample Verbs: apply, carry out, demonstrate, illustrate, prepare, solve, use	Definition: Understands both the content and structure of material. Sample Verbs: analyze, categorize, compare, contrast, differentiate, discriminate, outline	Definition: Formulates new structures from existing knowledge and skills. Sample Verbs: combine, construct, design, develop, generate, plan, propose	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	P2	P3	P4	P5	P6	P7
Perception	Set	Guided Response	Mechanism	Complete Overt Response	Adaption	Organization
Definition: Senses cues that guide motor activity. Sample Verbs: detect, hear, taste, observe, perceive, recognize, see, sense, smell, feel, view, watch	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	Definition: Imitates and practices skills, often in discrete steps. Sample Verbs: copy, duplicate, imitate, manipulate with guidance, operate under supervision, practice, repeat, try	Definition: Performs acts with increasing efficiency, confidence, and proficiency. Sample Verbs: complete with confidence, conduct, demonstrate, execute, improve efficiency, increase speed, make, perform, produce, show dexterity	Definition: Performs automatically. Sample Verbs: act habitually, advance with assurance, control, direct, excel, guide, maintain efficiency, manage, master, organize, perfect, perform automatically, proceed	Definition: Adapts skill sets to meet a problem situation. Sample Verbs: adapt, reorganizes, alters, revises, changes	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	A2	A3	A4	A5
Receiving	Responding	Valuing	Organization	Internalizing
Definition: Selectively attends to stimuli. Sample Verbs: accept, acknowledge, be aware, listen, notice, pay attention, tolerate	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	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	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	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


THANK
YOU