POLITEKNIK MALAYSIA
PORT DICKSON

Student Handbook

COMMERCE DEPARTMENT

POLITEKNIK PORT DICKSON

06-662 2000/2111 Jabatan Perdagangan Politeknik Port Dickson



MALAYSIA MADANI

Politeknik Port Dickson
https://polipd.mypolycc.edu.my/

Vision & Mission Politeknik Port Dickson

Vision

To be a towering TVET institution globally.

Mission

- Producing quality, holistic and well-balanced TVET graduates with entrepreneurship in order to fulfill the needs of the nation.
- Developing and sustaining smart partnerships with relevant parties locally and internationally.
- To benefit society through education, research and innovation.

Foreword Head of Commerce Department

Foreword

The Commerce Department at Politeknik Port Dickson is committed to supporting the aspirations and goals of POLYCC by producing semi-professional graduates who possess the necessary knowledge and skills in the fields of accounting, marketing, and secretarial science to meet the evolving demands of various industries and economic sectors in Malaysia. This commitment is reflected through the department's provision of high-quality education and training that aligns with the requirements of the national workforce and contributes meaningfully to the country's development.

The department is supported by a team of qualified and experienced academic staff with expertise in accounting, finance, business management, marketing, secretarial studies, and other relevant disciplines. In addition to academic excellence, the department emphasizes the cultivation of positive core values such as intellectual capability, integrity, tolerance, and competitiveness. These values are seen as essential in shaping a harmonious society and driving sustainable national growth. Furthermore, the department strives to produce skilled and competent individuals with strong determination and the ability to contribute to the nation's strategic development goals, particularly in the context of Malaysia's aspiration to achieve developed nation status and a high-income economy.

This handbook provides essential information on the programmes offered by the Commerce Department and serves as a reference for students to understand the curriculum structure and academic procedures. It is hoped that with the right guidance and commitment, students will graduate on time and become high-achieving individuals who are ready to make meaningful contributions to society and the nation.

"TOGETHER TOWARDS EXCELLENCE"



ROHANA BINTI MAT
Head of Commerce Department

Top Management of Politeknik Port Dickson



Ts. Dr. Engku Shahrulerizal bin Engku Ab Rahman
Deputy Director (Academic)



Tn. Hj. Hasan bin Mohd Sharif
Director



Ahmad Zaidi bin Mispan
Deputy Director (Academic Support)

Organizational Structure of Commerce Department



Rohana binti Mat
Head of Department



Norjannah binti Abu Bakar
Head of Programme
Diploma in Accounting (DAC)

Academic Staffs
Diploma in Accounting (DAC)



Nor Azura binti Ismail
Head of Programme
Diploma in Secretarial Science (DSK)

Academic Staffs
Diploma in Secretarial Science (DSK)



Nor Aini binti Che Din
Head of Programme
Diploma in Marketing (DPR)

Academic Staffs
Diploma in Marketing (DPR)

About Commerce Department

About Us

The Commerce Department (JP) began operating in June 1990. Initially, only two diploma courses were offered: the Diploma in Accounting and the Diploma in Secretarial Science. The objective of the department is to produce a semi-professional workforce, particularly in the field of commerce. It later expanded with the introduction of the Diploma in Marketing.

Currently, the department has an estimated enrolment of 1,500 students across all three programmes, supported by a team of 70 lecturers. Since its establishment, the Commerce Department has produced numerous accomplished graduates across various fields. These graduates have achieved success in diverse roles, including assistant accountants, assistant auditors, accounting executives, bank officers, sales executives, entrepreneurs, marketing supervisors, marketing consultants, stenographers, personal assistants, and secretaries.

To date, the Commerce Department has proudly produced nearly 13,000 graduates, effectively meeting the evolving needs of the industry.

PROGRAMME *Offered*

1

Diploma in
Accountancy
(MQA/FA3253)

2

Diploma in
Secretarial Science
(MQA/FA3255)

3

Diploma in
Marketing
(MQA/FA3254)

Outcome Based Education (OBE)

What is an OBE?

OUTCOME BASED EDUCATION (OBE) is an educational model that prioritizing student learning achievement. OBE requires students to demonstrate that they **KNOW** and **CAN EXECUTE** what required by learning outcomes.

Why OBE?

OBE is implemented to ensure the program academic, teaching system, assessment as well as yourself as graduates are at a high quality level.

The importances of OBE

To get recognition:

- Malaysian Quality Agency (MQA)
- International agencies such as mutual recognition of Engineering Diplomas i.e Dublin Accord

Principles of OBE

OUTCOME BASED EDUCATION



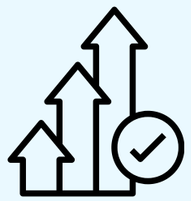
Clarity of Focus

Focus on what students can do successfully.



Design Down

Curriculum design starts from definition which is clear about what the students will achieve at the end of their formal education.



High Expectation

Lecturers set performance standards high for students.



Expanded Learning

Increase the level of challenge for students and lecturers must provide enough opportunities to succeed.

OBE Outcome Levels

4

Program Educational Objective (PEO)
Achievable after 3 - 5 years of graduation

3

Program Learning Outcome (PLO)
Achievable right after graduate

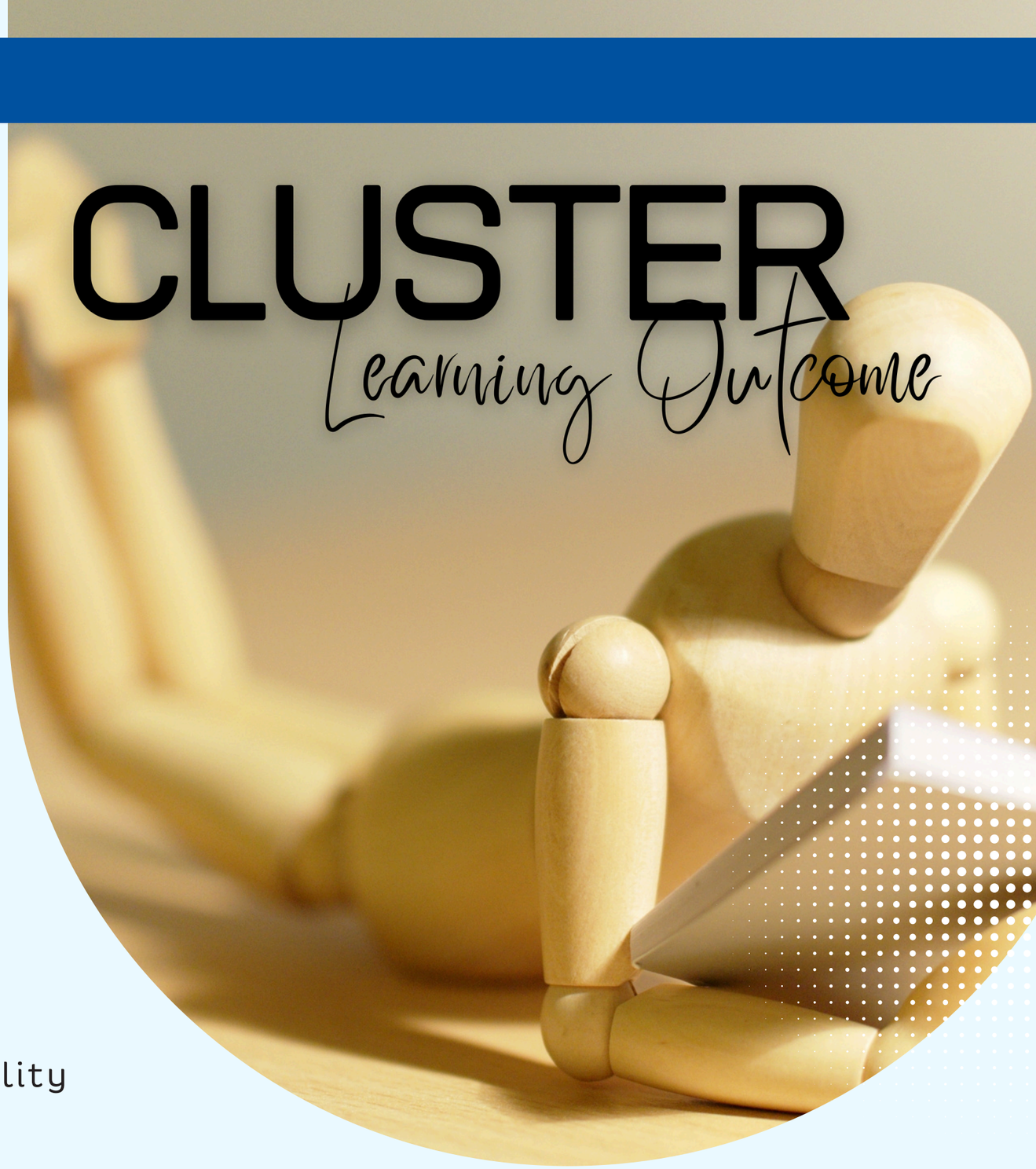
2

Course Learning Outcome (CLO)
Achievable after finished entire course

1

Topic Learning Outcome
Achievable after finished a topic

Outcome Based Education (OBE)



CLS1: Knowledge & Understanding

CLS2: Cognitive Skills

CLS3A: Practical Skills

CLS3B: Interpersonal SKills

CLS3C: Communication Skills

CLS3D: Digital Skills

CLS3E: Numeracy Skills

CLS3F: Leadership, Autonomy & Responsibility

CLS4A: Personal Skills

CLS4B: Entrepreneurial Skills

CLS5: Ethics & Professionalism

Diploma in

ACCOUNTANCY

COMMERCE DEPARTMENT

Introduction

Diploma In Accountancy

The Diploma in Accounting programme provides a thorough curriculum that aims to equip students with the knowledge and skills necessary for a successful career in accounting. Students learn financial and management accounting, financial management, taxation, auditing, and professional ethics through an integration of theoretical foundations and practical applications. The curriculum places a high value on interactive teaching and learning strategies such as lectures, tutorials, group discussions, and practical tasks. Students are given the opportunity to develop their critical thinking, problem-solving, and communication skills through a variety of assessment methods, including case studies, practical exercises, problem-based scenarios, presentations, and industrial-based projects. Encouraging professionalism, integrity and accountability in the field of accounting is highlighted throughout the curriculum. Students are encouraged to develop critical thinking skills and ethical decision-making abilities.



NORJANNAH BINTI ABU BAKAR
Head of Programme DAC

DAC Programme Advisors (Industry)



HEAD OF PROGRAMME ADVISORS (DAC)

Encik Razali Bin Abd Karim (C.A(M))
Managing Director
Razali Abd Karim & Co. Plt



En. Mohd Zaimier Abd Zahib
Branch Manager
Bank Islam Port Dickson



En. Mohd Bahrin bin Bakri
Chief of Operational Officer
Waqaf An-Nur Corporation Berhad



En. Mohd Aziz bin Mahadi
Managing Director
Triumphant Gallery Sdn. Bhd



En. Amir Alfatakh bin Yusof
Senior Vice Presiden
UOB Malaysia Berhad



Pn. Zatun Najmiah binti Dato' Hj Mohd Sabri
Head of Divison
Secretariat and Management MACC



En. Muhammad Syafiq bin Kamarullah
Accountant
Syafiq Kama & Co.



Pn. Siti Khatijah binti Zainal @Yaacob
Accountant Assistant
Wisma Wanija



Pn. Noorfarhana Wahiza binti Abdul Latif
Accountant
National Anti-Financial Crime Centre

Academic Staffs of Diploma in Accountancy (DAC)



Ati Arini Salim



Siti Yusnida Mohd Yusoff



Rahayu Hassan



Noor Suriani Nazruddin



Dr. Rohaida Ismail



Faridah Jaafar



Raja Nazima Raja Ahmad



Adibah Mahrazi



Zuliana Zainal Abidin



Ku Ahmisuhaiti Ku Ahmad



Siti Suhaila Jusoh



Suhaida Jamlus

Academic Staffs of Diploma in Accountancy (DAC)



Abdul Rashid Husain



Hyrida Othman



Ahmad Sukhimi
Mohd Khidzir



Dr. Nurulyasmin
Ju @ Ju Ahmad



Wan Khazani
Wan Kamarudin



Nurismah Ibrahim



Mohd Fouzi Mustafa



Nurulhuda Aziz



Azizah Mohd Zain



Nor Afzan Ab Ghani



Siti Aishah
Mohd Yaman



Nur Aishah
Zainal Abidin



Siti Norzana Mustaffa



Muhammad
Hafidz Haidzir

PROGRAMME AIM

Diploma in Accountancy

This programme believes every individual has potential and the programme aims to produce wellrounded graduates who possess not only technical competence but also ethical awareness, critical thinking skills, and a commitment to lifelong learning. By achieving these aims, graduates will be prepared to thrive in the fast evolving discipline of accounting and significantly contribute to the sustainability of organizations in the fast-paced business environment of today.

Job Prospect



01 Account Executive/ Officer/ Assistant

02 Accounting Technician

03 Junior Auditor/ Audit Assistant

04 Tax Assistant/ Technician

05 Finance Assistant

06 Payroll Administrator

07 Credit Analyst

08 Government officer

09 Entrepreneur

10 Company Secretary

Programme Educational Objectives (PEO)

Diploma in Accountancy

programme shall produce semi-professionals accounting practitioners who are:

PEO1 :
To produce accounting technicians who have relevant and related knowledge with practical skills capable of solving problems using appropriate numerical techniques and digital technologies in the accounting settings.



PEO2 :
To produce accounting technicians who can lead, communicate and interact with internal and selected external stakeholders when working in various accounting settings

PEO3 :
To produce accounting technicians who are professional and ethical in carrying out their duties in all accounting settings.

PEO4 :
To produce accounting technicians positive attitude and entrepreneurial mind set in developing their career in the accounting sector.

Programme Learning Outcomes (PLO)

Upon completion of this programme,

students should be able to:

PLO1:
Describe broad-based principles and theories in accounting, taxation and auditing.

PLO2:
Apply broad-based accounting, taxation and auditing knowledge to solve routine and non-routine problems in organisations, including identification of financial and non-financial information in the decision-making process.

PLO3:
Perform routine and non-routine tasks/operations ethically and flexibly within organisations.

PLO4:
Demonstrate basic interpersonal and collaborative skills.

PLO5:
Demonstrate effective written and oral communication and collaborative skills.

PLO6::
Demonstrate relevant digital skills for work/study. .

PLO7:
Interpret numerical and graphical data with relevant tools.

PLO8:
Demonstrate responsibility for organisations for self and others with minimal guidance..

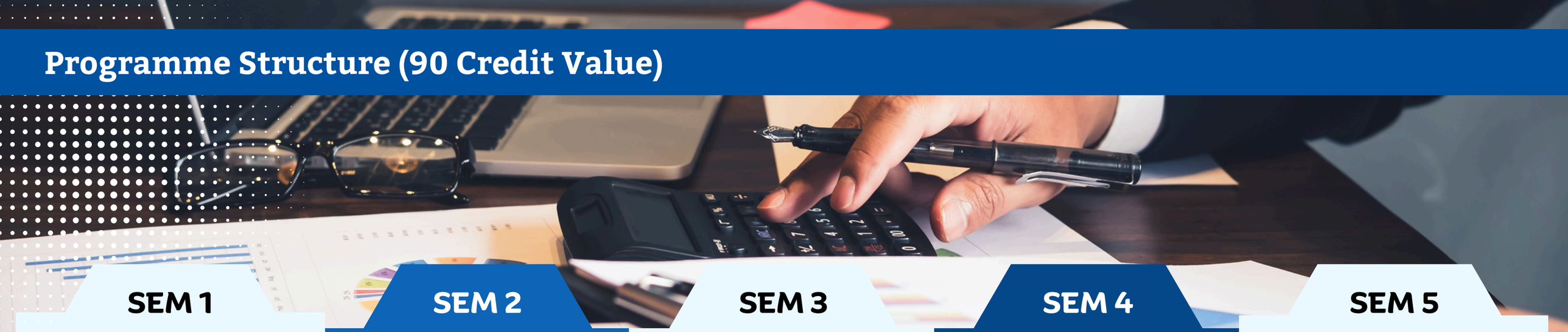
PLO9:
Demonstrate self-improvement for academic and career development.

PLO10:
Demonstrate broad entrepreneurship skills.

PLO11:
Adopt ethical principles and values related to accounting as a personal belief system.



Programme Structure (90 Credit Value)



SEM 1

DUE10112
Communicative English 1

MPU24031/MPU24041/MPU24XX1
Sukan 1 / Kelab 1 / Persatuan 1 / Unit Beruniform 1

DPA10223
Introduction to Marketing

DPA10233
Introduction to Management

DPA10243
Economics 1

DPA10253
Statistics

DPA10263
Financial Accounting 1

SEM 2

DUE50132
Communicative English 3

MPU22071
Kursus Integriti dan Antirasuah

MPU23152/MPU23172
Pengajian Islam / Nilai Masyarakat Malaysia

MPU24051/MPU24061/MPU24XX1
Sukan 2 / Kelab 2 / Persatuan 2 / Unit Beruniform 2

DPA20273
Commercial Law

DPA20283
Economics 2

DPA20293
Financial Accounting 2

DPA20303
Introduction to Accounting for Islamic-based Transactions

SEM 3

MPU21072
Penghayatan Etika dan Peradaban

DPA30313
Corporate Law

DPA30323
Organizational Attitude and Behavior

DPA30333
Financial Accounting 3

DPA30343
Management Accounting 1

DPA30354
Accounting Information System

SEM 4

DPA40363
Financial Accounting 4

DPA40373
Management Accounting 2

DPA40383
Malaysian Taxation 1

DPA40393
Audit 1

DPA40403
Financial Management

Elective

SEM 5

DPA50413
Financial Accounting 5

DPA50423
Malaysian Taxation 2

DPA50433
Audit 2

DPA50443
Ethics and Governance

DPA50453
Public Sector Accounting

DPA50463
Accounting Project



18 Credit Value

18 Credit Value

18 Credit Value

18 Credit Value

18 Credit Value

DSK

Diploma in

SECRETARIAL SCIENCE

COMMERCE DEPARTMENT

Introduction

Diploma In Secretarial Science

The Diploma in Secretarial Science (DSK) offers comprehensive training to prepare students for successful careers by providing insights into the latest business technology and management techniques. Designed to cultivate essential skills for administrative roles across diverse organisational settings, the programme covers fundamental theories and practical applications in the curriculum includes essential skills to help students thrive in a challenging work environment. Key areas of the study include speed typing, document processing, Shorthand, Trengkas, office administration, office applications, personality development, event management, and business accounting. Students gain value-added and transferable skills to adapt to emerging technologies and industrial challenges. Upon completion, graduates are equipped to assist in various administrative tasks within any organisation or industry.



NOR AZURA BINTI ISMAIL
Head of Programme DSK

DSK Programme Advisors (Industry)



Pn. Nur Aasima binti Ahmad
Founder
Syarikat Pineco



Pn. Noor Karimah binti Harun
Marketing Executive and Trainer
MSQ Power Training



En. Johari bin Abd Razak
Ketua Pegawai Eksekutif
Intan Jauhar Sdn. Bhd.

Academic Staffs of Diploma in Secretarial Science (DSK)



Dr. Zarina Yusof



Juhana Simarani



Dr. Norazean Miswat



Zuriana Mohamed



Nor Fauziah Ismail



Norelissa Mohd Shahir



Sapiah Ishak



Nor Suhaila Tahir



Noorji Mohd Japar



Khairun Nisa' Muhammad Aris



Noorizam Azira Ridzwan



Nadzirah Muhammad Merejok

Academic Staffs of Diploma in Secretarial Science (DSK)



Yang Syazalan Shamsuddin



Intan Rahimah Ahmad



Farihah Idris



Nurulazzaliyana Norman



Siti Hajar Muhd Ariff



Ili Aqila Ismail



Azianti Abd Aziz



Muhammad Fadli Setopa



Nurul Ashikin Othman



Norsyahida Mohd Maamon



Siti Nurbaya Mat Rofa

PROGRAMME AIM

Diploma in Secretarial Science

This programme aims to cultivate adaptable and responsible secretaries who play a vital role in advancing the national agenda to modernise, globalise, and revolutionise industries and organisations. By nurturing essential administrative skills and instilling a commitment to national development objectives, the programme contributes to Malaysia's economic growth and progression towards becoming a developed nation.

Job Prospect



01 Secretary

02 Personal Assistant

03 Administrative Secretary

04 Executive Secretary

05 Office Administrator

06 Administrative Executive

07 Administrative Assistant

08 Administrative Coordinator

09 Assistant Event Coordinator

10 Junior Human Resource Executive

11 Customer Service Officer

12 Business Development Executive

13 Special Officer

14 Sales Assistant

15 Sales Administrative Assistant

16 Entrepreneur

Diploma in Secretarial Science

The Diploma in Secretarial Science programme shall produce semi-professionals who are able to:

PEO1 :
Demonstrate proficiency in resolving secretarial challenges to effectively meet the needs of the organisation.



PEO2 :
Practice entrepreneurial skills and cultivate effective social interaction within dynamic global and local business organisation, while enhancing secretarial expertise.

PEO3 :
Capable of numerically analysing and using digital technology advances for organisational management solutions.

PEO4 :
Demonstrate exceptional professionalism, strong leadership capabilities, and a continuous commitment to acquiring advanced secretarial knowledge for career growth and development.

Programme Learning Outcomes (PLO)

Upon completion of this programme,

students should be able to:

PLO1:
Apply pertinent secretarial expertise to efficiently manage administrative tasks and activities.

PLO2:
Analyse issues and challenges to offer effective solutions in the management of secretarial tasks and activities.

PLO3:
Apply secretarial skills relatable to administrative tasks and activities.

PLO4:
Develop strong relationships and effective interactions within working communities.

PLO5:
Practice effective communication skills to foster positive relationships and collaboration while managing administrative tasks and activities. .

PLO6::
Apply appropriate digital tools and applications to effectively manage administrative tasks and activities.

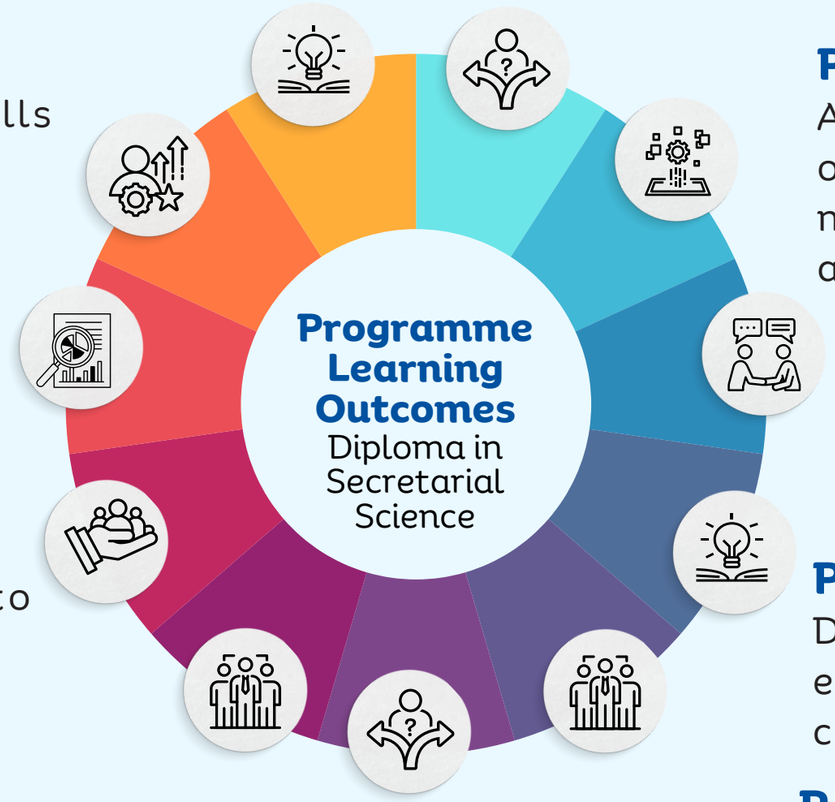
PLO7:
Utilise relevant tools to analyse numerical and graphical data for managing organisational operations.

PLO8:
Demonstrate leadership abilities to effectively manage diverse teams and assume responsibility within organisational settings.

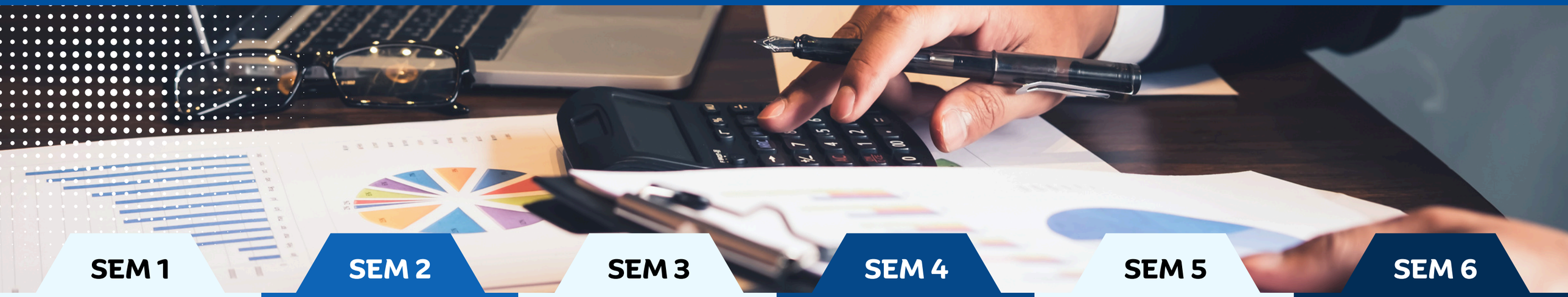
PLO9:
Develop personal skills to foster self-improvement and advance career development.

PLO10:
Demonstrate entrepreneurial skills in administrative tasks and activities.

PLO11:
Portray professionalism, positive attitudes, and values when interacting with society and stakeholders.



Programme Structure (90 Credit Value)



SEM 1

DUE10112
Communicative English 1

MPU24031/MPU24041/MPU24XX1
Sukan 1 / Kelab 1 / Persatuan 1 /Unit Beruniform 1

DPK10063
Administrative Management

DPK10073
Office Applications Economics 1

DPK10083
Keyboarding for Office Professionals

DPK10093
Shorthand 1

DPK10103
Trengkas 1

18 Credit Value

SEM 2

MPU21072
Penghayatan Etika dan Peradaban

MPU23152/MPU23172
Pengajian Islam / Nilai Masyarakat Malaysia

MPU24051/MPU24061/MPU24XX1
Sukan 2 / Kelab 2 / Persatuan 2 / Unit Beruniform 2

DPK20103O
Office Document Processing

DPK20113
Professional Personality Development

DPK20123
Shorthand 2

DPK20133
Trengkas 2

17 Credit Value

SEM 3

DUE30122
Communicative English 2

DPB20042
Management Information System

DPB20082
Business Communication

DPK30143
Fundamentals of Accounting

DPK30153
Professional Administrative Management

DPK30163
Records Management

17 Credit Value

SEM 4

MPU22071
Kursus Integriti dan Antirasuah

DPB40113
Business Ethics

DPB40153
Digital Entrepreneurship

DPB30103
Introduction to Human Resource Management

DPK40173
Corporate Meeting

DPK40183
Executive Note Taking

16 Credit Value

SEM 5

DUE50132
Communicative English 3

DPB40143
Organizational Behavior

DPK50193
Event Management Project

DPK50203
Office Practice

13 Credit Value

SEM 6

DUT60089
Industrial Training

9 Credit Value

Diploma in

MARKETING

COMMERCE DEPARTMENT

Introduction

Diploma In Marketing

Diploma in Marketing aims to enhance the students' ability to perform marketing tasks that encompasses the marketing mix, consumer behaviour, marketing research and decision making, either at the local or international level. Students will be exposed to various environmental forces that affect the marketing activities. This program also includes other related fields such as management, accounting, economics, entrepreneurship, advertising, retailing, legal and information technology. To boost students' self-confidence in communication, all courses will be taught in English as a medium of instruction. In tandem with the government's objective to produce a balanced human capital, this program also includes religious and moral courses.



NOR AINI BINTI CHE DIN
Head of Programme DPR

DPR Programme Advisors (Industry)



HEAD OF PROGRAMME ADVISORS (DPR)

Dato' Iskandar Hussein bin Mohamed Hussein
Managing Director
La'Beyla Legacy Sdn Bhd



En. Safri bin Sofyart
Managing Director
Seluas Saujana Legacy Sdn Bhd



Tn. Hj. Mohd Zahiri bin Dato' Hj Maulud
Chairman
Nozoly Food Industry



En. Loganathan a/l Balakrishnan
CHRO
Group Human Resources
Habib Jewels Malaysia



Prof. Madya Ts. Dr. Mohd Fahmy bin Abdullah
CEO
Metro System Academy UTHM
Training Centre



En. Azmi Hijaz bin Ahmad
In Room Dining
Assistant Manager/Butler
EQ Hotel Kuala Lumpur

DPR Programme Advisors (Industry)



Pn. Nazarul Fazreen binti Mohd Haniffa
CEO
Imtiyaz Consultancy



Pn. Siti Hafsah binti Rosli
Manager
Hannah Food & Beverages



En. Mohd Syukri bin Mohamad Adis
Marketing Manager
HZN Resources Sdn Bhd



Dr. Noreen Nor binti Abdul Aziz
Senior Lecturer
Universiti Teknologi MARA (UiTM)
Johor



Pn. Farrah Nadia binti Baharudin
Senior Lecturer
Universiti Teknologi MARA (UiTM)
Negeri Sembilan

Academic Staffs of Diploma in Marketing (DPR)



Nor Hashimah Ab Hamid



Damaisari Mohd Nawi



Dr. Mohamad Siri Muslimin



Noraini Kamarudin



K. Devaki Kanapathi



Abdol Razak Abdul Aziz



Amimah Talib



Azielina Mohd



Hayati Sharudin



Mohd Salihin Jamian



Nor Fadzlin Abu Bakar



Rasidah Kassim



Nor Ariefah Hafidza Kadir

Academic Staffs of Diploma in Marketing (DPR)



Nor Salmawati
Abd Karim



Zurya Alias



Hairani
Ahmad Zainuldin



Nur Sa'adah
Mohd Hisam



Noryanti Samsudin



Zurairah Ibrahim



Mohd Hafizi
Abdul Latif



Borhan Gaya



Munirah Hj Abdullah



Nor Fiza Abd Hamid



Nur Shahira
Mohamad Nor



Fasuriah Abd Wahab

PROGRAMME AIM

Diploma in Marketing

This program believes that every individual has potential and the program aims to foster adaptable and responsible marketers in supporting national agenda to modernize, globalize and revolutionize the industry.

Job Prospect



01 Assistant Manager

02 Customer Service Assistant

03 Public Relation Assistant

04 Assistant Administrative Officer

05 Marketing Executives

06 Sales Advisor/ Promotion Executives

07 Public Relations Officer

08 Marketing Researcher

Brand Ambassador

09 Marketing Coordinator

10 Media Planner

11 Brand Ambassador

12 Social Media Executives

13 Digital Marketing Executives

14 Digital Content Creator / Influencer

15 Business Copywriter

16 Entrepreneur

Programme Educational Objectives (PEO)

Version: 12122023_2_Effective: Session_II_2024/2025

Diploma in Marketing

shall produce semi-professionals who are able to:

PEO1 :
Demonstrate competency in solving marketing problems that meet societal needs.



PEO2 :
Practice entrepreneurial skills and foster social interaction in glocal marketing environment

PEO3 :
Capable to analyze numerically and use digital technology for marketing solution.

PEO4 :
Demonstrate high professionalism, good leadership qualities and acquire new marketing knowledge for career advancement.

Programme Learning Outcomes (PLO)

Upon completion of this programme,

students should be able to:

PLO1:
Apply relevant concepts and theories in managing marketing activities.

PLO2:
Analyze issues and problems to provide solutions in conducting marketing activities.

PLO3:
Perform marketing practical work skills in managing marketing activities.

PLO4:
Develop good relationships and interactions with people in working communities.

PLO5:
Practice effective communication skills to establish good rapport in managing marketing activities

PLO6:
Practice relevant digital skills in the field of marketing

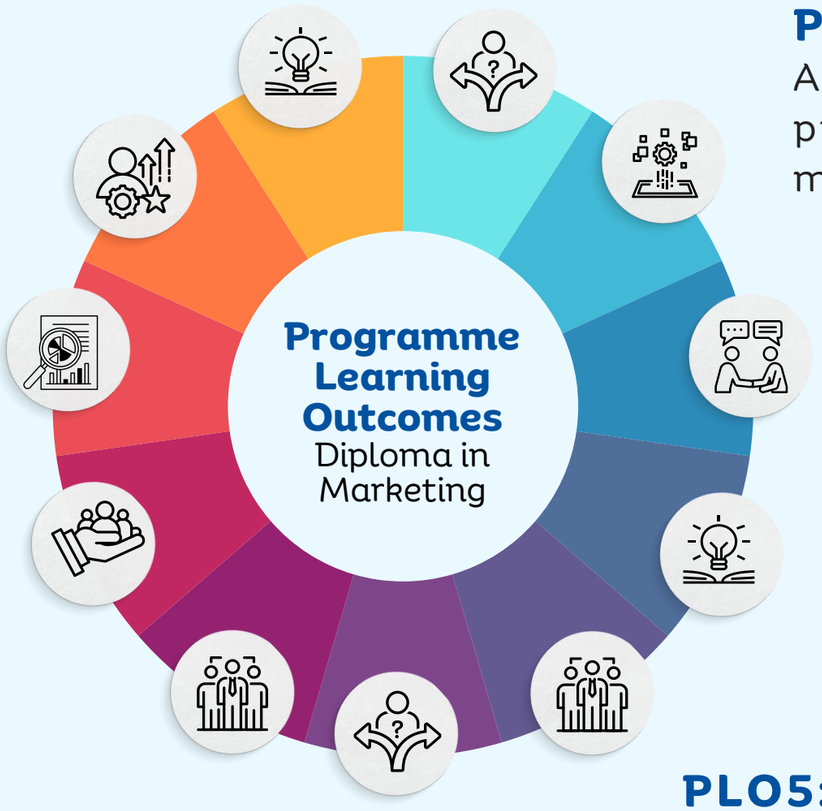
PLO7:
Analyze numerical and graphical data with relevant tools

PLO8:
Adopt leadership skills to manage diverse team and being responsible within organization.

PLO9:
Develop personal skills for self-improvement and career development.

PLO10:
Demonstrate entrepreneurial skills in marketing activities.

PLO11:
Display professionalism, positive attitudes and values with society and stakeholders in managing marketing activities.



Programme Structure (95 Credit Value)



SEM 1

MPU21072
Penghayatan Etika dan Peradaban

DUE10112
Communicative English 1

MPU24031/MPU24041/ MPU24XX1
Sukan 1 / Kelab 1 / Persatuan 1 / Unit Beruniform 1

DBC20022
Computer Application

DPB10033
Business Accounting

DPB10053
Microeconomics

DPM20033
Fundamentals of Marketing

16 Credit Value

SEM 2

MPU23152/MPU23172
Pengajian Islam / Nilai Masyarakat Malaysia

MPU24051/MPU24061 /MPU24XX1
Sukan 2 / Kelab 2 / Persatuan 2 / Unit Beruniform 2

MPU22071
Kursus Integriti dan Antirasuah

DPB20093
Business Mathematics

DPB20073
Macroeconomics

DPB10063
Principles of Management

DPM20043
Effective Presentation Skills

16 Credit Value

SEM 3

DUE50132
Communicative English 3

DPB20082
Business Communication

DPB30093
Quantitative Methods

DPB20042
Management Information System

DPM30063
Product and Service Marketing

DPM30073
Integrated Marketing Communications

DPM30083
Pricing

18 Credit Value

SEM 4

DPB40113
Business Ethics

DPB40123
Business Finance

DPB40133
Business Process Management

DPB40143
Organizational Behaviour

DPM40113
Consumer Behaviour

DPM40123
Marketing Research and Analytics

18 Credit Value

SEM 5

DPB30103
Introduction to Human Resource Management

DPB40153
Digital Entrepreneurship

DPM50143
International Marketing

DPM50153
Introduction to Retailing

DPM50163
Sales Management

DPM50173
Marketing Project

18 Credit Value

SEM 6

DUT60089
Industrial Training

9 Credit Value



ACADEMIC SUPPORT DEPARTMENTS & UNITS

Academic Support Departments & Units

- Department of General Studies
- Department of Mathematics, Science & Computer
- Training & Continuous Education Unit
- Student Affairs Department (HEP)
- Industrial Attachment & Liaison Unit
- Examination Unit
- Instructional & Multimedia Development Unit
- Quality Assurance & Accreditation Unit

Academic Support Departments & Units

- Academic Advising System
- Library Unit
- Psychology Management Unit
- Sport, Co-Curricular & Culture Unit
- Instructional & Multimedia Development Unit
- Quality Assurance & Accreditation Unit
- Facilities Development & Management Unit
- Management Services Unit

Academic Support Departments & Units

- Entrepreneurship Unit
- Information Technology Unit
- Corporate Industrial Services & Employability Unit
- Occupational Health and Safety Unit
- Research, Innovation & Commercialization Unit



AROUND THE CAMPUS

Around the Campus



Dewan Wawasan



Dataran Pelajar



Library



Kompleks Akademik

Around the Campus



Alumni Office



Jabatan Hal Ehwal Pelajar



Unit Psikologi & Kerjaya



Unit Perhubungan & Latihan Industri

Around the Campus



Unit Pembangunan Instruksional & Multimedia



ATM



Clinic



Coop Mart

Around the Campus



Student Area



Computer Lab



Classroom



Student Area

Around the Campus



Islamic Centre



Hostel (KAMSIS)



Hostel (KKSR)



Sport Centre

Around the Campus





Male Prayer Room:
Level 2, Bangunan HEP

Female Prayer Room:
Level 3, Bangunan HEP

Male Prayer Room:
Level 1, Bangunan Akademik

Female Prayer Room:
Level 2, Bangunan Akademik





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