COURSE INFORMATION

DDWG

COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	1 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1113	Academic Session/Semester:	2020/21/1
Course name:	Business Mathematics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Course synopsis	This course is design to expose students about the basic concepts, practices and the application of mathematics in their daily activity and businesses. Students need to understand the subject so that they are able to apply the business mathematics concepts in the following subjects such as finances and accounting. At the end of this course, students should gain and able to apply the interest concepts in business mathematics activities. Furthermore, students should be able to differentiate and classifies the trade and cash discount, mark up and markdown, installment payment, and depreciation.			
Course coordinator (if applicable)	En. Mohamad Shafie Abdul Rashid			
Course lecturer(s)	Name	Office	Contact	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Distinguish** basic concepts and theories in business mathematics.	PLO1 (KW)	C2	Lecture, active learning	Q,T,F
CLO2	**Apply** basic business mathematics concepts and theories in others subjects related such as in Finance and Accounting.	PLO2 (CG)	C3	Lecture, active learning	T,F,Asg
CLO3	**Use** and interpret routine numerical data in business mathematics to daily personal and business activities.	PLO7 (NS)	SC4	Activity-based learning	Asg
CLO4	**Demonstrate** positive attitude and good ethics towards challenge seeking and learning where mathematical thinking is the norm.	PLO9 (PRS)	A2 GC1	Activity-based learning	Asg
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by:	Certified by:
Name: Mohamad Shafie Abdul Rashid Signature: Date: 3rd March 2019	Name: Mohamad Shafie Abdul Rashid Signature: Date: 3rd March 2019 MOHAMAD SHAFIE BIN ABDUL RASHID Ketua Jabatan Pengurusan Pusat Pengajian Diploma SPACE Universiti Teknologi Malaysia Jalan Sultan Yahya Petra 54100 Kuala Lumpur

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	2 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1113	**Academic Session/Semester:**	2020/21/1
Course name:	Business Mathematics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Details on Innovative T&L practices:

No	Type	Implementation
1	Active learning	Conducted through in-class activities
2	Activity-based learning	Conducted through assignments.

Weekly Schedule:

Week 1	**1.0 ARITHMETIC AND GEOMETRIC SQUARE** • Arithmetic sequence • Nth term and sum of first terms of an arithmetic sequence
Week 2	**1.0 ARITHMETIC AND GEOMETRIC SQUARE** • Geometric sequence • Nth term and sum of first terms of a geometric sequence
Week 3	**2.0 SIMPLE INTEREST** • Interest • Simple interest formula • Simple amount formula • Four basic concepts • Present value Equation of value
Week 4	**3.0 COMPOUNT INTEREST** • Time value of money • Compound interest • Some important terms • Compound interest formula • Effective, nominal and equivalent rates.
Week 5	**3.0 COMPOUNT INTEREST** • Relationship between effective and nominal rates. • Relationship between two nominal rates. • Present value • Equation of value. • Continuous compounding.
Week 6	**4.0 ANNUITY** • Future value of ordinary annuity certain • Present value of ordinary annuity certain • Solving R, n and i.
Week 7	**4.0 ANNUITY** • Amortization • Amortization schedule • Sinking fund

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School/Faculty:	PPD / SPACE	**Page:**	3 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1113	**Academic Session/Semester:**	2020/21/1
Course name:	Business Mathematics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

	• Annuity with continuous
Week 8	Mid-Semester Break
Week 9	**5.0 TRADE AND CASH DISCOUNTS** • Trade discount • Formula for finding the net price. • Chain discount • Formula for finding the net price for a chain discount. • Single discount equivalent • Cash discount • Borrowing to take advantage of the cash discount. • Partial payment of invoice. • Trade and cash discounts
Week 10	**6.0 MARKUP AND MARKDOWN.** • Markup • Markup percent • Conversion of markup percent • Markdown • Profit and loss.
Week 11	**7.0 PROMISSIORY NOTE** • Promissiory note • Bank discount • Simple interest rate equivalent to bank discount rate • Discounting promissiory notes.
Week 12	**8.0 INSTALLMENT PURCHASES** • Instalment purchases • Interest charge based on reducing balance. • Interest change based on original balance.
Week 13	**8.0 INSTALLMENT PURCHASES** • Unequal instalment payments and repayments scdelules. • Rule of 78 in Hire Purchase Act (1976)
Week 14	**9.0 DEPRECIATION** • Depreciation • Straight line method
Week 15	**9.0 DEPRECIATION** • Declining balance method • Sum of years digits method.
Week 16	**Revision Week**
Week 17-19	**Examination Week**

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School/Faculty:	PPD / SPACE	**Page:**	4 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1113	**Academic Session/Semester:**	2020/21/1
Course name:	Business Mathematics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Analytical problem solving and personal skill

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	7h	4h		4h	4h	15h	**30h**
CLO2	21h	10h		6h	8h	20h	**55h**
CLO3				2h	3h	10h	**15h**
CLO4				2h	3h	7h	**12h**
	28h	**14h**	**0h**	**14h**	**18h**	**52h**	**112h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Quiz 1	PLO1 (KW)	2	**30m**
2	Quiz 2	PLO1 (KW)	2	**30m**
3	Quiz 3	PLO1 (KW)	2	**30m**
4	Quiz 4	PLO1 (KW)	2	**30m**
5	Quiz 5	PLO1 (KW)	2	**30m**
6	Test 1	PLO1 (KW) PLO2 (CG)	10	**1h30m**
7	Test 2	PLO1 (KW) PLO2 (CG)	10	**1h30m**
8	Group assignment	PLO2 (CG) PLO7 (NS) PLO9 (PRS)	20	As in CLO2, CLO3,CLO4 (10h)
	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (CG)	50	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

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School/Faculty:	PPD / SPACE	**Page:**	5 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1113	**Academic Session/Semester:**	2020/21/1
Course name:	Business Mathematics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Learning resources:

Text book

Lau Too Kya and Phang Yook Ngor Wee Kok Kiang (2015). *Business Mathematics*. 3rd Edition. Kuala Lumpur. Penerbit Oxford Fajar Sdn Bhd.

Other reference

1. James E. Deitz and James L. Southam (2015). Contemporary Mathematics for Colleges. 17th Ed". Cengage Learning.
2. Gary Clendenen and Stanley A. Salzman (2018). *Business Mathematics*. 14th Edition. Pearson Publisher.
3. Ian Jacques (2018). *Mathematics for Economics and Business*. 9th Edition. Pearson Publisher.

Online

http://elearning.utm.my

Academic honesty and plagiarism:

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES) Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1133	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course is designed to expose students to the management functions in an organization. It introduces students to the concepts relating to management, particularly, planning, organizing, leading and control. Included are topics such as managerial competencies, trends that affect management of organizations, human resource management, motivation and innovation. At the end of the course, student should be able to highlight the importance of communication to managers, and the elements required of an effective presentation.			
Course coordinator (if applicable)	Pn. Madihah Md Fadil			
Course lecturer(s)	Name	Office	Contact	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Explain** the managerial roles, management functions and the environmental factors affecting organization.	PLO 1 (KW)	C2	Lecture , Active Learning	HW, T, F
CLO2	**Analyse** the managerial functions relationship between each functions in organisational integrated environment.	PLO 2 (CG)	C4 TH3	Lecture Active Learning, Case Studies, Research	HW, T, F
CLO3	**Demonstrate** a good leadership ability and sense of motivation.	PLO8 (LAR)	TW4	Active Learning, Case Studies, Research	HW, PR, Pr
CLO4	**Initiate** exploration of new information and ideas of managerial and continuity of organization and professionalism.	PLO9 (PRS)	A3 AD4	Lecture Active Learning, Case Studies, Research	HW, PR, Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes					

Prepared by: Name: Madihah Md Fadil Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie Abd Rashid Signature: Date: 3rd March 2019 MOHAMAD SHAFIE BIN ABDUL RASHID Ketua Jabatan Pengurusan Pusat Pengajian Diploma SPACE Universiti Teknologi Malaysia Jalan Sultan Yahya Petra 54100 Kuala Lumpur Sultan Yahya Petra 2018

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School/Faculty:	PPD / SPACE	**Page:**	2 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1133	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

achievement
***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No	Type	Implementation
1	Active learning	Conducted through in-class activities
2	Activity-based learning	Conducted through assignments.

Weekly Schedule:

Week 1	**1.0 Introduction to Management** 1.1 Management and organization definition and functions 1.2 The level of management 1.3 The phase of management 1.4 The roles of managers 1.5 Management Skills
Week 2	**2.0 Evolution of Management Thinking** 2.1 Management perspectives over time 2.2 Classical perspectives 2.3 Humanistic perspectives 2.4 Qualitative and quantitative perspectives 2.5 Contingencies view of management
Week 3	**3.0 The Environment and Corporate Culture** 3.1 The organizational environment and dynamic change 3.2 External and internal environment 3.3 Environment Adaptation 3.4 Organizational Corporate Culture
Week 4	**4.0 Management Ethics and Social Responsibility** 3.1 Managerial Ethics 3.2 Types of ethical behaviour 3.3 Criteria of Ethical Decision Making 3.4 Managing Organizational Ethics and Social Responsibilities
Week 5	**5.0 Planning** 5.1 Planning process 5.2 Types of plans 5.3 MBO
Week 6	**6.0 Decision making** 6.1 Decision-making process 6.2 Types of problems & decisions 6.3 Decision-making styles

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Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1133	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

	6.4 Barriers to making good decisions
Week 7 (TEST 1)	**7.0 Organizing** 7.1 Types of organization structure 7.2 Power, control & hierarchy 7.3 Importance of organization design & structure
Week 8	**MID TERM BREAK**
Week 9 - 10	**8.0 Leading** 8.1 Managers & Leaders 8.2 Managers & Followers 8.3 Sources of power 8.4 Overview: Leadership theories: trait, behavioural, contingency, path-goal theory, contemporary theories 8.5 Leadership: issues & challenges; 8.6 Leadership from the Islamic perspective
Week 11	**9.0 Motivation** 9.1 Concept of motivation 9.2 Motivation Model 9.3 Motivation Theory
Week 12	**10.0 Controlling** 10.1 Control process 10.2 Approaches to control 10.3 Organizational culture & control 10.4 Effective control systems
Week 13	**11.0 Managing Team** 11.1 Team values 11.2 Types of team 11.3 Effective team and contribution 11.4 Managing team conflicts
Week 14	**10.0 Managing Change and Innovation** 10.1 Change and innovation strategies 10.2 Organizational development 10.3 Organizational culture & change 10.4 Implementing change
Week 15	**TEST 2 AND PRESENTATION**
Week 16	**Revision Week**
Week 17-19	**Examination Week**

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Leadership and team working skills, and personal skills

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School/Faculty:	PPD / SPACE	**Page:**	4 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1133	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO 1	14h			2h	4h	16h	**36h**
CLO 2	14h			4h	4h	16h	**38h**
CLO 3				4h	5h	12h	**21h**
CLO 4				4h	4.5h	10h	**18.5h**
Total SLT	**28h**	**0h**	**0h**	**14h**	**17.5h**	**54h**	**113.5h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Assignments 1 Assignment 2	PLO1 (KW) PLO2 (CG)	5 10	**As in CLO 1,2,3,4**
2	Test	PLO1 (KW) PLO2 (CG)	20	**4h**
3	Project Assignment	PLO1 (KW) PLO2 (CG) PLO8 (LAR) PLO9 (PRS)	15	**As in CLO1,2,3,4,5**
	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (CG)	50	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

Text book

Richard L.Daft, (2015)., *Management*. 12th Edition, Cengage Learning.

Additional references:

Robbins, Stephen P. and Decenzo, David A. (2015). *Fundamentals of Management: Essential Concepts and Application.* 9th ed. New: Jersey: Prentice Hal

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School/Faculty:	PPD / SPACE	**Page:**	5 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1133	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Online

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Academic honesty and plagiarism:

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Other additional information (Course policy, any specific instruction etc.):

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Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 6
Program Name	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1153	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Marketing	**Pre/co requisite (course name and code, if applicable):**	Nil
Credit hours:	3		

Course synopsis	This course provides an overview of an introductory course in marketing. The definition of marketing, key marketing concepts, the marketing process, and factors that influence marketing strategies will be explained. Students need to understand major environmental forces that affect marketing and elements of the marketing mix. Students will compare the buying behaviours of final consumers and business customers. They will also look at issues related to marketing channel, integrated marketing communication as well as product and promotion strategies. At the end of this course, students will be able to develop a set of marketing plan.			
Course coordinator (if applicable)	Diyana Nabilah Binti Md. Burhan			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Explain** key marketing concepts, marketing process, macro- and micro- environmental forces and elements of the marketing mix	PLO1 (KW)	C3	Lecture, active learning	T,HW,F
CLO2	**'Think** outside the box' in finalising the marketing plan for the business.	PLO2 (CG)	TH4	Lecture, active learning	T,HW,F
CLO3	**Evaluate** marketing issues and idea clearly and effectively as well as gives feedback	PLO5 (CS)	CS2	Active-learning	PR,Pr

Prepared by: Name: Diyana Nabilah Binti Md. Burhan Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie Bin Abdul Rashid Signature: Date: 3rd March 2019

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School/Faculty:	PPD / SPACE	Page:	2 of 6
Program Name	Diploma of Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1153	Academic Session/Semester:	2019-2020/1
Course name:	Principles of Marketing	Pre/co requisite (course name and code, if applicable):	Nil
Credit hours:	3		

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO4	**Develop** a marketing plan for their chosen business ideas after successfully understanding company and marketing strategy.	PLO10 (ENT)	A4 ES2	Active-learning	PR,Pr

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities, presentation, problem based learning.
2.	Case study-based learning	Problem based learning.
3.	Project	Conducted through project development. Students in a group have to develop marketing plan within a given time frame.

Weekly Schedule:

Week 1	1.0 Understanding marketing and key marketing concepts 1.1 What is marketing? 1.2 Understanding the marketplace and customer needs 1.3 Designing customer value-driven marketing strategy 1.4 The changing marketing landscape
Week 2	2.0 Partnering to build customer engagement, value and relationship 2.1 Company-wide strategic planning 2.2 Planning marketing, Marketing strategy and marketing mix 2.3 Managing marketing effort
Week 3	3.0 Analyzing the marketing environment 3.1 The micro environment and macro environment 3.2 Responding to marketing environment

School/Faculty:	PPD / SPACE	Page:	3 of 6
Program Name	Diploma of Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1153	Academic Session/Semester:	2019-2020/1
Course name:	Principles of Marketing	Pre/co requisite (course name and code, if applicable):	Nil
Credit hours:	3		

Week 4	4.0 Consumer markets: Buying-decision behaviour and buyer decision process 4.1 Model of consumer behaviour 4.2 Characteristics affecting consumer behaviour 4.3 The buying decision behaviour 4.4 The buyer decision process and buyer decision process for new product
Week 5	5.0 Business markets: Characteristics, business buyer behaviour and buying process 5.1 Business market 5.2 Business buyer behaviour 5.3 Institutional and government market
Week 6	6.0 Market segmentation. Requirements for effective segmentation 6.1 Market targeting 6.2 Differentiation and positioning
Week 7	7.0 Target Marketing. Evaluating market segments. Selecting target market segments. Positioning. Choosing differentiation and positioning strategy
Week 8	MID SEMESTER BREAK
Week 9	8.0 Products. Levels and classifications of products. Consumer vs. Industrial products 8.1 What is product? 8.2 Product and service decision 8.3 Service marketing 8.4 Branding strategy
Week 10	9.0 New product development and product life cycle strategies. 9.1 New product development strategy 9.2 The new product development process 9.3 Managing new product development
Week 11	10.0 Pricing : Understanding and capturing customer value 10.1 What is price? 10.2 Major pricing strategies 10.3 Other internal and external considerations affecting price decision
Week 12	11.0 Pricing strategies: Additional considerations 11.1 New product pricing strategies

	11.2 Product mix pricing strategies 11.3 Price adjustment strategies 11.4 Price changes, public policy and pricing
Week 13	12.0 Marketing channels 12.1 Supply chain and the value delivery network 12.2 The nature and importance of marketing channels 12.3 Channel behaviour and design decision 12.4 Channel management decision
Week 14	13.0 Integrated marketing communication 13.1 The promotion mix 13.2 Integrated marketing communication 13.3 Communication process and developing effective marketing communication 13.4 Socially responsible marketing communication
Week 15	Project Presentation
Week 16	Revision Week
Week 17-19	Final Examination Week

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communication and enterprising skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	13h			4h	10h	20h	**47h**

School/Faculty:	PPD / SPACE	Page:	5 of 6
Program Name	Diploma of Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1153	Academic Session/Semester:	2019-2020/1
Course name:	Principles of Marketing	Pre/co requisite (course name and code, if applicable):	Nil
Credit hours:	3		

CLO2	15h			6h	4h	15h	**40h**
CLO3				2h	4h	12h	**18h**
CLO4				2h	2h	5.5h	**9.5h**
Total SLT	**28h**	**0h**	**0h**	**14h**	**20h**	**52.5h**	**114.5h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Assignment	PLO 1(KW), PLO2 (CG)	15	**As in CLO1,CLO2 (30h)**
2	Test 1	PLO 1(KW), PLO2 (CG)	10	**1.5h**
3	Test 2	PLO 1(KW), PLO2 (CG)	10	**1.5h**
4	Group project and presentation	PLO 1(KW), PLO2 (CG), PLO5 (CS), PLO10 (ENT)	15	**As in CLO1,CLO2,CLO3, CLO4(30h)**
	Final Assessment			
1	Final Examination		50	**2.30h**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD
Internet connection

Learning resources:

Main reference :

Kotler, P. and Armstrong, G. (2018). Principles of Marketing. 17th Edition. Singapore: Prentice Hall.

Additional references :

1. Kotler, P. and Armstrong, G. (2016). Principles of Marketing. 16th Edition. Singapore: Prentice Hall.
2. Kotler, P. and Armstrong, G. (2015). Marketing: An Introduction.10th Edition/ Global Edition. New Jersey: Pearson.
3. Kotler, P. Kevin Lane Keller (2015), Marketing Management.-An Asian Perspective. 10th Edition. Singapore: Prentice Hall.

Online
http://elearning.utm.my

School/Faculty:	PPD / SPACE	**Page:**	6 of 6
Program Name	Diploma of Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1153	**Academic Session/Semester:**	2019-2020/1
Course name:	Principles of Marketing	**Pre/co requisite (course name and code, if applicable):**	Nil
Credit hours:	3		

Academic honesty and plagiarism: *(Below is just a sample)*

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Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

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Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 8
Program name:	Diploma in Technology Management		
Course code:	DDWG1213	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course aims to introduce the fundamentals and core concepts in management of technology (MOT) and the applicable tools. It covers the basic concepts of developing, acquiring, and exploiting new and existing technologies. Apply some concepts and tools often used by organization in analyzing technology, innovation and related strategies.			
Course coordinator (if applicable)	Julieanah Bt Mohamad Jamil			
Course lecturer(s)	Name	Office	Contact no.	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Explain the** concepts and framework of technology and management of technology (MOT), the role and importance of MOT in organizations.	PLO1 (KW)	C3	Lecture, active learning	Asg, T, Q, F
CLO2	**Analyze** the role of technology and innovation in the competitiveness of firms and national economies.	PLO2 (TH)	TH2	Project & Prob based learning	PR
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by: Name: Julieanah Bt Mohamad Jamil Signature: Date: 18 September 2019	Certified by: Name: Mohamad Shafie Abd Rashid Signature: Date: 18 September 2019

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School/Faculty:	PPD / SPACE	**Page:**	2 of 8
Program name:	Diploma in Technology Management		
Course code:	DDWG1213	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO3	**Explain** methodologies in analyzing technology, innovation and related strategies	PLO3 (PS)	P2	Project & Prob based learning	PR, Asg
CLO4	**Communicate effectively** technology management issues by seeking, acquiring and managing relevant information from a variety of sources for continuous self-development and lifelong learning.	PLO5 (CS)	CS4	Project & Nexus Learning	PR, Asg

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities
2.	Problem-based learning	Conducted through giving cases with open solution for students to be discussed and later proposed solutions in groups.
3.	Nexus Learning	Students are exposed to real world scenario through industrial engagement and require to formulate recommendation through analysis perform on current issue faced by the related organizations.

School/Faculty:	PPD/ SPACE	**Page:**	3 of 8
Program name:	Diploma in Technology Management		
Course code:	DDWG1213	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Weekly Schedule

Week 1	**1.0 Introduction to the course: Concepts of Technology Management** 1.1 Definition of technology 1.2 Classification of technology 1.3 The difference between technology and management of technology 1.4 Reasons for managing technology
	2.0 Framework of Technology Management 2.1 The conceptual framework for MOT, 2.2 MOT as disciplines 2.3 MOT at various levels and new paradigm of MOT
Week 3	**3.0 Factors in Technology Management** 3.1 Critical factors in managing Technology 3.2 Creativity & Timing factor
Week 4-5	**4.0 Technology Life Cycles** 4.1 Technology life cycles vs. Product life cycles, 4.2 Why study technology evolution in Managing Technology? 4.3 Technology and market interaction 4.4 Competition at different phases of the technology life cycle, 4.5 Diffusion of technology.
Week 6	**5.0 Technological Innovation** 5.1 What is innovation? 5.2 Types of innovation 5.3 Innovation System
Week 7	**6.0 The Process of Technological Innovation** 6.1 Innovation processes 6.2 Typical technological innovation processes 6.3 Innovation cycle
Week 8	Mid-Semester Break

Week 9	**7.0 Business, Technology and Innovation Strategy** 7.1 What is strategy? 7.2 Strategy Formulation 7.3 Strategic Management of Technology 7.4 Types of Technology Strategies 7.5 Technological innovation & Competitiveness 7.6 Formulation of a technology strategy 7.7 What is 'core competence'? 7.8 Technology and the concept of core competence 7.9 Integrating business and technology strategy

Week 10-11	**8.0 TECHNOLOGY PLANNING** 8.1 Why technology planning? 8.2 Technology planning framework 8.3 Forecasting technology 8.4 Mapping of Technology 8.5 Technology audit. 8.6 Patent Analysis – Rational, Process 8.7 Technology Portfolio & Management – Rational, Process
Week 12	**9.0 Technology Acquisition** 9.1 Role and importance of technology acquisition 9.2 Methods of technology acquisition (internal and externals) 9.3 R&D as an internal technology acquisition 9.4 Processes and methods in external acquisitions.
Week 13	**10.0 Technology Exploitation** 10.1 The role and importance of technology exploitation 10.2 Methods of technology exploitation (internal and externals) Technology Commercialization. 10.3 External exploitation of technology- technology transfer 10.4 The role and importance of technology transfer to business 10.5 Understanding technology transfer processes and methods
Week 14	**11.0 Issues in Managing Technology**
Week 15	**Project presentation**
Week 16	**Revision week**
Week 17-19	**Final exam week**

Transferable skills (generic skills learned in course of study which can be useful and utilized in other settings):

Practical skills Communication Skills

School/Faculty:	PPD / SPACE	Page:	5 of 8
Program name:	Diploma in Technology Management		
Course code:	DDWG1213	Academic Session/Semester:	2020/21/1
Course name:	Technology Management	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline					Teaching and Learning Activities		TOTAL SLT
	Guided Learning (Face to Face)				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	16			2	10	11	47
CLO2	12			8	5	10	25
CLO3	0			2	5	5	17
CLO4	0			9	10	5	24
Total SLT	**28**			**14**	**30**	**31**	**113**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Quiz 1	PLO 1(KW)	2.5	**15m**
	Quiz 2	PLO 1(KW)	2.5	**15m**
	Quiz 3	PLO 1(KW)	2.5	**15m**
	Quiz 4	PLO 1(KW)	2.5	**15m**
2	Test	PLO 1(KW)	15	**1.5h**
	Assignment	PLO 1(KW)	10	**6h**
3	Project 1	PLO2 (TH)	20	As in CLO2 (1h)
4	Project 2	PLO1 (KW) PLO2 (TH)	5 15	As in CLO3 and CLO4 (1h 30m)
	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (TH)	15 10	**2h 30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room): None

Learning resources:

Text book (if applicable)

None

Main references

Cetindamar, D. Phaal, R., and Probert, D. (2016), Technology Management (2nd Edition), Palgrave, UK.
Thamhain, H. J. (2016), Management of Technology: Managing Effectively in Technology Intensive Organizations, JohnWiley & Sons P&T.

Additional references

Technovation. Publisher: Elsevier, Amsterdam
International Journal of Technology Management. Publisher: Inderscience Enterprise, Geneva
International Journal of Technology, Policy and Management. Publisher: Inderscience Enterprise, Geneva Research Policy. Publisher: Elsevier, Amsterdam
R&D Management. Publisher: Blackwell, Oxford, England Science and Public Policy. Publisher: Guilford, England
Technology Analysis and Strategic Management. Publisher: Carfax Publishing, England.
Technological Forecasting and Social Change Journal of Product Innovation Management Technological Forecasting and Social Change
Journal of Engineering and Technology Management Journal of International Technology Transfer Research Technology Management

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http://elearning.utm.my

Academic honesty and plagiarism: (Below is just a sample)

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES) Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

-

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1413	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Microeconomics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course is designed to expose students with basic concept of economics that consist of both theories and concepts in microeconomics. It will emphasize on the basic human problems as well as basic economics problem. It will discuss on theory of demand, theory of demand, elasticity of demand and supply, market equilibrium. In addition, the course outlines theory of consumer behaviour, theory of production and cost of production, market structures. At the end of the course, students should be able to differentiate the pricing strategies of perfect competition, monopoly market, monopolistic market and oligopoly market.			
Course coordinator (if applicable)	Pn. Syarifah Rabiyah Al Adawiah Bt Syed Badrul Hisham			
Course lecturer(s)	Name	Office	Contact	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Explain** the basic concept of microeconomics theories and problems.	PLO 1 (KW)	C2	Lecture, Active Learning	Q, T, F
CLO2	**Apply** microeconomics concepts and solutions in determining the market equilibrium, cost of production and market structures.	PLO2 (CG)	C3 TH1	Lecture, active learning	Q, T, Asg, F
CLO3	**Use** a range of digital applications to support presentation on domestic microeconomics issues.	PLO6 (DS)	A3 CS5	Active-learning	Asg, Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by: Name: Syarifah Rabiyah Al Adawiah Syed Badrul Hisham Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie Abdul Rashid Signature: Date: 3rd March 2019

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	2 of 5
Program name:	Diploma in Technology Management (Accounting)		
Course code:	DDWG 1413	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Microeconomics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Details on Innovative T&L practices:

No	Type	Implementation
1	Active learning	Conducted through in-class activities
2	Activity-based learning	Conducted through assignments.

Weekly Schedule:

Week 1	• Introduction to economic analysis (aim of economic analysis, assumptions, hypotheses and functional relationship); fundamental economic problem; scarcity, choice and opportunity cost; decision making unit (objectives of households, owners of factors and firms (profit maximization and alternative objectives). • Marginal cost and marginal benefit, comparative advantage & basis for trade
Week 2	• Law of demand, factors that influence demand, changes in demand. • Law of supply, factors that influence demand, changes in supply. Market and market equilibrium. • The effect of changes in demand and supply
Week 3	• Price elasticity of demand and supply • Total revenue and elasticity of demand • Cross elasticity and income elasticity • Short run and long run elasticity
Week 4	• Consumer behaviour; marginal utility theory, the budget line, indifference curve; marginal rate of substitution, substitutes and complimentary goods
Week 5	• Consumption theory, substitution and income effects, consumption price line, normal, inferior and Giffen goods
Week 6	• Production: Production with one variable input; marginal and average product; • Production with two variable inputs; law of decreasing returns • Isoquant and the marginal rate of technical substitution.
Week 7	• Cost of production; type of cost, short run and long run cost of production. • Optimum combination of factors, economies and diseconomies scale.
Week 8	• Perfectly competitive market, objective of the firm, output and price in the short run and the long run
Week 9	• Efficiency and fairness of market, values, price and consumer surplus; cost price, and producer surplus; • The analysis of competitive market; evaluating the effects of government policies (government intervention in markets; minimum price, price support, quota
Week 10	• Market power monopoly; Price Discrimination; monopoly regulation

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	3 of 5
Program name:	Diploma in Technology Management (Accounting)		
Course code:	DDWG 1413	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Microeconomics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Week 11	• Monopolistic competition; Indexes to identify monopolistic competition; output and price in the short run and the long run; advertising and branding
Week 12	• Oligopoly; Models including the kinked demand curve; collusion and prisoner's dilemma (Game Theory); Factor market introduction
Week 13	• Factor market: Factor price and the labor market (demand and supply) perfect competition and monopoly • Interest rate, rent and profit
Week 14	• Externality (negative and positive) and inefficiency • Private goods, public goods and common resources; the free rider problem
Week 16	Revision Week
Week 17-19	Examination Week

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Digital skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	7h	2h		4h	4h	16h	**31h**
CLO2	21h	8h		8h	9h	18h	**56h**
CLO3				2h	5h	18h	**25h**
	28h	**10h**	**0h**	**14h**	**18h**	**52h**	**112h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Quiz 1	PLO1 (KW)	2	**30m**
2	Quiz 2	PLO1 (KW)	2	**30m**
3	Quiz 3	PLO1 (KW)	2	**30m**
4	Quiz 4	PLO1 (KW))	2	**30m**
5	Quiz 5	PLO1 (KW)	2	**30m**
6	Test 1	PLO1 (KW) PLO2 (CG)	10	**1h30m**
7	Test 2	PLO1 (KW) PLO2 (CG)	10	**1h30m**

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	4 of 5
Program name:	Diploma in Technology Management (Accounting)		
Course code:	DDWG 1413	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Microeconomics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

8	Group assignment	PLO2 (CG) PLO6 (DS)	20	As in CLO2, CLO3 (10h)
	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (CG)	50	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

Main reference :

Paul Krugman, Robin Wells (2017). *Microeconomics* 5th Edition. Worth Publishers.

Other references:

1. Robert Pindyck, Daniel Rubinfeld (2017). *Microeconomics* 9nd Edition. Pearson Publishers.
2. Pindyek, Rubinfeld and Koh (2016) *Microeconomics and Asian Perspective*. Singapore; Prentice Hall.
3. Austan Goolsbee, Steven Levitt (2015). *Microeconomics* 2nd Edition. Worth Publishers.

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	5 of 5
Program name:	Diploma in Technology Management (Accounting)		
Course code:	DDWG 1413	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Microeconomics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1423	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Macroeconomics	**Pre/co requisite (course name and code, if applicable):**	Principles of Microeconomics DDWG 1413
Credit hours:	3		

Course synopsis	This course is designed to expose students to the basic economics level that consist of concepts and theories in macroeconomics. These concepts involve national income accounting, uses and limitations of national income statistics, consumption theory, investment theory, the determination of national income equilibrium, money and banking, monetary policy, fiscal policy, national budget and debt, inflation, unemployment, international trade, balance of payment and exchange rate. At the end of the course, students should be able to apply the concepts in addressing basic macroeconomics issues.			
Course coordinator (if applicable)	Pn. Syarifah Rabiyah Al Adawiah Bt Syed Badrul Hisham			
Course lecturer(s)	Name	Office	Contact	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Explain** the basic concept of macroeconomics theories and problems.	PLO 1 (KW)	C2	Lecture, Active Learning	Q, T, F
CLO2	**Apply** macroeconomics concepts and solutions in addressing the monetary and fiscal policy, functions of financial institutions and international trade issues.	PLO2 (CG)	C3 TH1	Lecture, active learning	Q, T, Asg, F
CLO3	**Resilience** to economic shocks across countries, sectors, and time.	PLO9 (PRS)	A3 ES5	Active-learning	Asg, Pr
CLO4	**Keep** updated with current macroeconomics issues.	PLO11 (ETS)	GC2	Active-learning	Asg, Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by:	Certified by:
Name: Syarifah Rabiyah Al Adawiah Syed Badrul Hisham	Name: Mohamad Shafie Abdul Rashid
Signature:	Signature:
Date: 3rd March 2019	Date: 3rd March 2019

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	2 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1423	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Macroeconomics	**Pre/co requisite (course name and code, if applicable):**	Principles of Microeconomics DDWG 1413
Credit hours:	3		

Details on Innovative T&L practices:

No	Type	Implementation
1	Active learning	Conducted through in-class activities
2	Activity-based learning	Conducted through assignments.

Weekly Schedule:

Week 1	**1.0 INTRODUCTION TO MACROECONOMIC** 1.1 Objectives and policies 1.2 Circular flows of income 1.3 Open and close economy
Week 2	**2.0 NATIONAL INCOME ACCOUNTING** 2.1 Calculation method 2.2 Difficulties of national income measurement 2.3 Uses of national income statistics 2.4 Comparison of national income over time
Week 3	**3.0 CONSUMPTION AND SAVINGS** 3.1 Consumption and savings functions 3.2 Determinants of consumption and savings 3.3 The relationship between consumption and savings
Week 4	**4.0 INVESTMENT** 4.1 Investment theory 4.2 Determinants of investment 4.3 Accelerator theory
Week 5	**5.0 NATIONAL INCOME DETERMINATION** 5.1 Two, three and four sector economy 5.2 Income and expenditure approach 5.3 Withdrawal and injection approach 5.4 Changes in national income equilibrium
Week 6	**6.0 NATIONAL INCOME DETERMINATION (CONTINUE)** 6.1 The multiplier 6.2 Full employment national income 6.3 Inflationary gap and deflationary gap
Week 7	**7.0 FISCAL POLICY** 7.1 Government expenditure and multiplier 7.2 Taxes and multiplier 7.3 Determination of equilibrium output
Week 8	**MID SEMESTER BREAK**
Week 9	**9.0 TAXES AND GOVERNMENT BUDGET** 9.1 Structure, burden, and types and effects of taxes 9.2 Taxation in Malaysia

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	3 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1423	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Macroeconomics	**Pre/co requisite (course name and code, if applicable):**	Principles of Microeconomics DDWG 1413
Credit hours:	3		

	9.3 Government budget
Week 10	**10.0 MONEY** 10.1 Barter system 10.2 Functions of money 10.3 The quantity theory of money 10.4 Theory of cash balances 10.5 Kaynesian theory of money 10.6 Money market equilibrium 10.7 Changes in money supply and economic activities
Week 11	**11.0 BANKING** 11.1 Functions of commercial banks 11.2 Credit creation 11.3 Functions of central bank 11.4 Difference between commercial bank and central bank 11.5 Monetary policy
Week 12	**12.0 INFLATION** 12.1 Price indexes 12.2 Types of inflation 12.3 Effects of inflation 12.4 Anti inflationary measures
Week 13	**13.0 INTERNATIONAL TRADE** 13.1 Basis for trade 13.2 Principle of absolute and comparative advantages 13.3 Terms of trade 13.4 Trade restriction 13.5 Arguments for restrictions
Week 14	**14.0 BALANCE OF PAYMENT** 14.1 Balance of payment account 14.2 Disequilibrium in balance of payment 14.3 Exchange Rates 14.4 Gold standard system 14.5 Fixed and flexible exchange rates
Week 15	**GROUP PRESENTATION**
Week 16	**Revision Week**
Week 17-19	**Examination Week**

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Personal, ethics and professionalism skills

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	4 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1423	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Macroeconomics	**Pre/co requisite (course name and code, if applicable):**	Principles of Microeconomics DDWG 1413
Credit hours:	3		

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	7h	2h		4h	4h	16h	**31h**
CLO2	21h	8h		6h	8h	20h	**55h**
CLO3				2h	3h	8h	**13h**
CLO4				2h	3h	8h	**13h**
	28h	**10h**	**0h**	**14h**	**18h**	**52h**	**112h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Quiz 1	PLO1 (KW)	2	**30m**
2	Quiz 2	PLO1 (KW)	2	**30m**
3	Quiz 3	PLO1 (KW)	2	**30m**
4	Quiz 4	PLO1 (KW))	2	**30m**
5	Quiz 5	PLO1 (KW)	2	**30m**
6	Test 1	PLO1 (KW) PLO2 (CG)	10	**1h30m**
7	Test 2	PLO1 (KW) PLO2 (CG)	10	**1h30m**
8	Group assignment	PLO2 (CG) PLO9 (PRS) PLO11 (ETS)	20	As in CLO2, CLO3,CLO4 (10h)
	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (CG)	50	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	5 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 1423	**Academic Session/Semester:**	2020/21/1
Course name:	Principles of Macroeconomics	**Pre/co requisite (course name and code, if applicable):**	Principles of Microeconomics DDWG 1413
Credit hours:	3		

Learning resources:

Main reference :

Paul Krugman, Robin Wells (2017). *Macroeconomics* 5th Edition. Worth Publishers.

Other references

1. William Mitchell, L. Randall Ray, Martin Watts (2019). *Macroeconomics*. 1st Edition. Macmillan International Higher Education
2. David Romer (2018). *Advanced Macroeconomics*. Mc-Graw Hill Publisher.
3. N. Gregory Mankiw (2017). *Principles of Macroeconomics*. 8th Edition. Cengage Learning.

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Other additional information (Course policy, any specific instruction etc.):

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Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2143	**Academic Session/Semester:**	2020/21/1
Course name:	Interpersonal Communication	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course focuses on theories and principles of interpersonal communication skills relevant for human relations and for organizational work. It introduces students to the principles and practices necessary for effective human relations. Students will learn about the process of human interaction, and they have the opportunity to integrate theory and the new skills they have acquired. At the end of this course, students should be able to understand the role of interpersonal communication in the formation of self-concept, self-esteem, and self-image.			
Course coordinator (if applicable)	Pn. Madihah Md Fadil			
Course lecturer(s)	Name	Office	Contact	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Describe** knowledge of the role of self concept, self-esteem and perception in relation to interpersonal perceptions and impressions.	PLO1 (KW)	C4	Lecture, Active Learning	HW,Q,T,F
CLO2	**Determine** communication process, components, and strategies to enhance communication effectiveness.	PLO2 (CG)	TH5	Lecture, Active Learning	HW,Q,T,F
CLO3	**Demonstrate** issues related to conflict management, cultural diversity, and intercultural communication.	PLO4 (IPS)	A2 CS7	Project-based Learning	PR, Pr
CLO4	**Communicate** ideas clearly and effectively as well as gives feedback	PLO5 (CS)	CS2	Project-based Learning	PR,Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by: Name: Madihah Md Fadil Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie Abdul Rashid Signature: Date: 3rd March 2019

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	2 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2143	**Academic Session/Semester:**	2020/21/1
Course name:	Interpersonal Communication	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Details on Innovative T&L practices:

No	Type	Implementation
1	Active Learning	Conducted through in class activities, Case study, presentation, Problem based learning and Debate.

Weekly Schedule:

Week 1	1.0 Introduction to Interpersonal Communication 1.1 The communication process 1.2 Principles of interpersonal communication 1.3 Strategies to enhance communication effectiveness
Week 2	2.0 Interpersonal Communication & the Self 2.1 Compare between self concept and self-esteem 2.2 Strategies to enhance self-esteem
Week 3	3.0 Perception, Attitude & Behaviour 3.1 Compare between perception and interpersonal perception 3.2 Interpersonal perception and of interpersonal communication 3.3 Forming impressions of others and interpreting others' behaviour 3.4 Factors that influence interpersonal perceptions
Week 4	4.0 Listening & Responding 4.1 The listening process 4.2 Listening styles 4.3 Barriers to effective listening 4.4 Improving listening and responding skills
Week 5	5.0 Verbal Communication Skills 5.1 Culture, words and meaning 5.2 Managing word barriers 5.3 Words and relationship with others 5.4 Approaches to relating to others
Week 6-7	6.0 Non verbal Communication Skills 6.1 Non verbal communication and interpersonal relationships 6.2 Bases for interpreting non-verbal behaviour 6.3 Strategies to interpret non verbal messages
Week 8	MID-SEMESTER BREAK
Week 9	7.0 Conflict Management Skills 7.1 Types of interpersonal conflict 7.2 Stages of conflict 7.3 Conflict management styles
Week 10	7.0 Conflict Management Skills (cont.) 7.4 Win-win negotiation strategies 7.5 Conflict management skills to manage emotions and problems to resolve interpersonal differences

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	3 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2143	**Academic Session/Semester:**	2020/21/1
Course name:	Interpersonal Communication	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Week 11	8.0 Cultural Diversity 8.1 Culture and values 8.2 Barriers affecting intercultural communication 8.3 Strategies to improve intercultural communication
Week 12	9.0 Interpersonal Relationships 9.1 Dimensions of interpersonal relationships 9.2 Power and relationships 9.3 Stages of relational development 9.4 Interpersonal communication skills & strategies for maintaining relationships
Week 13	10.0 Team-Building Skills 10.1 Practical strategies for maintaining open communication with colleagues. 10.2 Elements of successful teams 10.3 Team problem solving techniques
Week 14	Project Presentation
Week 16	Revision Week
Week 17-19	Final Examination Week

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Interpersonal and communication skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	8			4	2	18	**32**
CLO2	20			4	2	23	**49**
CLO3				3	4.5	10	**17.5**
CLO4				3	2	10	**15**
Total SLT	**28**	**0h**	**0h**	**14**	**10.5**	**61**	**113.5h**

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	4 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2143	**Academic Session/Semester:**	2020/21/1
Course name:	Interpersonal Communication	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Assignments/Group work	PLO 1(KW) PLO2 (CG) PLO4 (IPS)	20	As in CLO2, CLO3 (10h)
2	Test 1	PLO 1(KW) PLO2 (CG)	10	**1h30m**
3	Test 2	PLO 1(KW) PLO2 (CG)	10	**1h30m**
4	Quiz 1	PLO 1(KW) PLO2 (CG)	5	**30m**
5	Quiz 2	PLO 1(KW) PLO2 (CG)	5	**30m**
	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (CG)	50	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with LCD and computer together with internet connection.

Learning resources:

Main references

Beebe, Steven A. et at. (2018). Interpersonal Communication: Relating to Others, Singapore: Pearson

Additional references

1. Cardon, P.W. (2017), Business Communication: Developing Leaders for a Networked World , 3rd Edition, McGraw Hill Education
2. Bovee, C.L &, Thill, J.V. (2018), Business Communication Essentials: Fundamental Skills for the Mobile-Digital-Social Workplace, 8th Edition, Pearson Prentice Hall.
3. Canavor, N. (2018), Business Writing Today: A Practical Guide, 3rd Ed
4. Bovee, C.L &, Thill, J.V. (2017), Business Communication, 14th Edition, Pearson

Online

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	5 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2143	**Academic Session/Semester:**	2020/21/1
Course name:	Interpersonal Communication	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Academic honesty and plagiarism:

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES) Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD/ SPACE	**Page:**	1 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG2153	**Academic Session/Semester:**	2020/21/1
Course name:	Quality Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course discusses on the concept and methodology of Quality Management. The course outline the principles of quality management as well as quality tools and techniques used for quality control and quality improvement. Topics covered include quality culture, ethics, corporate social responsibility, quality principles such as customer focus, leadership, teamwork, quality education and training, partnering as well as statistical quality control tools and techniques. The course is designed to facilitate students acquiring knowledge and understanding on principles of quality management and methodology for quality control and improvement. This course embraces authenticity of generic skills (team work) when engaging in the process of completing the task given.			
Course coordinator (if applicable)	Madihah Md. Fadil			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO	*Taxonomies and **generic	T&L methods	***Assessment methods
CLO1	**Interpret** the knowledge of Quality Management concepts, elements, methodology, tool and techniques	PLO1 (KW)	C2	Lecture, active learning	T, F
CLO2	**Apply** a Research project on Quality Management methodology, tools and techniques in quality control and improvement	PLO2 (CG)	C4	Lecture, active learning. Mini Scale Project	T,F
CLO3	**Justify** the concept and approach in management to solve related issues in quality management.	PLO4 (IPS)	C5 CS6	Lecture, active learning	PR, Pr

Prepared by: Name: Madihah Md. Fadil Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie bin Abdul Rashid Signature: Date: 3rd March 2019

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School/Faculty:	PPD / SPACE	**Page:**	2 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG2153	**Academic Session/Semester:**	2020/21/1
Course name:	Quality Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

No.	CLO	PLO	*Taxonomies and **generic	T&L methods	***Assessment methods
CLO4	**Demonstrate** a team approach when participating in data collection, data analysis and report writing activities	PLO11 (ETS)	GC4	Lecture, active learning	PR, Pr

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities, Case study, presentation, Problem Based Learning and Discussion.
2.	Project-based learning	Conducted through stages of assignments. Students in group need to collect data analyze the data and write a report.

Weekly Schedule:

Week 1	**Chapter 1. Quality and Global Competitiveness** Definition of Quality, Relationship between quality and competitiveness
Week 2	**Chapter 2. Quality Management, Culture, Ethics & Corporate Social Responsibility** Establishing and maintaining Quality Culture, Quality and ethical behaviour, Corporate Social Responsibility
Week 3	**Chapter 3. Quality Principles** Customer Satisfaction, Retention & Loyalty
Week 4	Leadership for Quality, Leadership Style, Restructuring and change
Week 5	Employee involvement – Teamwork
Week 6	Education & Training
Week 7	Partnering & Strategic Alliances
Week 8	Mid-Semester Break
Week 9	**Chapter 4. Acceptance Sampling**. QC curve, Single, Double and Multiple Sampling

Week 10	**Chapter 5. Statistical Process Control** Variable Control Chart X-bar and R=charts
Week 11	Attribute Control Chart n-chart, p=chart, np-chart and c-charts
Week 12	**Chapter 6: Process Capability** Process Potential and Process Capability Index
Week 13	6 sigma process

Week 14	**Chapter 7. Design for Manufacturing**
Week 15	Robust Design

School/Faculty:	PPD / SPACE	**Page:**	3 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG2153	**Academic Session/Semester:**	2020-21/1
Course name:	Quality Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Interpersonal Skills Entrepreneurial an Professionalism skills

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Guided Learning (Face to Face)				Teaching and Learning Activities		TOTAL SLT
					Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	24h			5h	20h	20h	69h
CLO2	5h			3h	4h	9h	21h
CLO3	11h			2h	3h	9h	25h
Total SLT	**40h**			**10h**	**27h**	**38h**	**115h**

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

Continuous Assessment		PLO	Percentage	Total SLT
1	Test 1	PLO1 (KW)	10	**1h**
2	Test 2	PLO1 (KW)	10	**1h**
3	Project	PLO2 (AP) PLO11(ETS)	20	As in CLO 2 (30h)
4	Presentation	PLO11(ETS)	10	As in CLO 3 (11.5h)
Final Assessment			Percentage	Total SLT
1	Final Examination	PLO1 (KW)	50	**2h 30m**
Total SLT			**100**	**120h**

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

School/Faculty:	PPD / SPACE	**Page:**	4 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG2153	**Academic Session/Semester:**	2020-21/1
Course name:	Quality Management	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Learning resources:

Main reference:

David L. Goetsch, Stanley Davis (2015). *Quality Management for Organizational Excellence: Introduction to Total Quality*. 8th Edition. Pearson

Other references:

1. Marco Sartor, Guido Orzes (2019). Quality Management: Tools, Methods and Standards. Emerald Publishing Limited
2. Mary Pellettieri (2015). *Quality Management: Essential Planning* for Breweries. Brewers Publications.

Additional references

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Academic honesty and plagiarism: *(Below is just a sample)*

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES) Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2213	**Academic Session/Semester:**	2020/21/1
Course name:	Business Statistics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course is design to expose the student the basic knowledge of statistics in the field of business. Besides that, it provides a rich depth of practical examples and application approach by using statistical techniques. This course will also emphasize topics on introduction and data collection, presenting data in tables and charts, numerical descriptive measures, basic probability, normal distribution, sampling distributions, fundamental of hypothesis testing: one-sample tests; two-samples tests with numerical data, analysis of variance, tests for two or more samples with categorical data, simple regression and correlation and index numbers. At the end of the course, students should be able to solve problems related to business statistics.			
Course coordinator (if applicable)	En. Mohamad Shafie Abdul Rashid			
Course lecturer(s)	Name	Office	Contact	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Classify** basic concepts and theories in business statistics.	PLO1 (KW)	C2	Lecture, active learning	Q,T,F
CLO2	**Solve** analytical problems related to business statistics.	PLO2 (CG)	C4 TH5	Lecture, active learning	Q,T,F,Asg
CLO3	**Analyse** business statistics concepts, techniques and approaches in business statistics problems.	PLO7 (NS)	SC4	Lecture, active learning	Asg
CLO4	**Apply** known systematic solutions to new situations.	PLO9 (PRS)	A2 AD3	Active-learning	Asg
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by: Name: Mohamad Shafie Abdul Rashid Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie Abdul Rashid Signature: Date: 3rd March 2019

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	2 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2213	**Academic Session/Semester:**	2020/21/1
Course name:	Business Statistics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Details on Innovative T&L practices:

No	Type	Implementation
1	Active learning	Conducted through in-class activities
2	Activity-based learning	Conducted through assignments.

Weekly Schedule:

Week 1	**1.0 Introduction and Data Collection** 1.Types of data 2. Fundamentals elements of a statistical analysis
Week 2	**2.0 Introduction and Data Collection** 3.Types of sampling methods 4.Collecting data, why data is needed, source of data
Week 3	**2.0 Presenting data in tables and charts** 1. Organizing numerical data 2. Tables and charts for numerical data 3. Graphing bivarite numerical data
Week 4	**2.0 Presenting data in tables and charts** 4. Tables and charts for categorical data 5. Tabulating and graphing bivarite categorical data
Week 5	**3.0 Numerical descriptive measures** 1. Measures of central tendency, variation and shape 2. Exploratory data analysis 3. Obtaining descriptive summary measures from a population 4. The coefficient of variation
Week 6	**4.0 Basic probability** 1. Basic probability 2. Concepts of conditional probability 3. Bayes' theorem
Week 7	**5.0 The normal distribution and other continuous distributions** 1. The normal distribution 2. The normal approximation to the Binomial Distribution
Week 8	**Midterm break**
Week 9	**6.0 Sampling distributions** 1. The unbiased property of the sample mean 2. Standard error of the mean 3. Sampling from normally and non normally distributed populations 4. Sampling distribution of the proportion
Week 10	**7.0 Fundamentals of hypothesis testing: one -sample tests** 1. Hypothesis testing methodology

COURSE INFORMATION

School/Faculty:	PPD / SPACE	Page:	3 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2213	Academic Session/Semester:	2020/21/1
Course name:	Business Statistics	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

	2. z test of the hypothesis for the mean and proportion 3. t test of hypothesis
Week 11	**8.0 Two-sample hypothesis tests** 1. Comparing two independent samples 2. Comparing two related samples
Week 12	**9.0 Analysis of variance (ANOVA) and Chi-square tests** 1. One-way analysis 2. Chi-square test for the differences in more than two proportions
Week 13	**10.0 Simple regression and correlation** 1. Describe the types of regression models. 2. Compute the simple linear regression.
Week 14	**11.0 Index numbers** 1. Explain the concept of index numbers. 2. Compute the price index.
Week 15	**11.0 Index numbers** 2. Compute the price index. 3. Compute the aggregate price indexes and weighted aggregate price indexes.
Week 16	**Revision Week**
Week 17-19	**Examination Week**

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Numeracy skills and personal skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	7h	4h		4h	2h	18h	**31h**
CLO2	11h	5h		6h	7h	12h	**36h**
CLO3	10h	5h		2h	6h	15h	**33h**
CLO4	0h	0h		2h	3h	7h	**12h**
	28h	**14h**	**0h**	**14h**	**18h**	**52h**	**112h**

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	4 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2213	**Academic Session/Semester:**	2020/21/1
Course name:	Business Statistics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Quiz 1	PLO1 (KW)	2	**30m**
2	Quiz 2	PLO1 (KW)	2	**30m**
3	Quiz 3	PLO1 (KW)	2	**30m**
4	Quiz 4	PLO1 (KW)	2	**30m**
5	Quiz 5	PLO1 (KW)	2	**30m**
6	Test 1	PLO1 (KW) PLO2 (CG)	10	**1h30m**
7	Test 2	PLO1 (KW) PLO2 (CG)	10	**1h30m**
8	Group assignment	PLO2 (CG) PLO7 (NS) PLO9 (PRS)	20	As in CLO2, CLO3,CLO4 (10h)
	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (CG)	50	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

Main Reference:

1. David M. Levine, Kathryn A. Szabat, David F. Stephan (2015). *Business Statistics: A First Course*. 7th Edition. Pearson Prentice Hall.

Other references:

1. David R. Anderson, Dennis J. Sweeney (2016). *Statistics for Business and Economics*. 13th Edition. Cengage Learning.
2. James T. Mc Clare, D. George Benson (2017). *Statistics for Business and Economics*. 13th Edition. Pearson Prentice Hall.

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	5 of 5
Program name:	Diploma in Technology Management Diploma in Technology Management (Accounting)		
Course code:	DDWG 2213	**Academic Session/Semester:**	2020/21/1
Course name:	Business Statistics	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Academic honesty and plagiarism:

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)
Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	Page:	1 of 4	
Course code:	DDWG 2223	Academic Session/Semester:		2020/21/1
Course name:	Introduction to Operation Management	Pre/co requisite (course name and code, if applicable):		NA
Credit hours:	3			

Course synopsis	This course is designed to expose the students to the operations function to other functions of the firm. It will focus on the operations of management organization, principles of efficient location, layout and materials handling design in the workplace, method study and work measurement principles to business, design effective planning, scheduling and control systems for various types of manufacturing and service-oriented business and technology used in industry. Students are required to make a visit to a firm or factory as their group project and provide a report upon the visit.			
Course coordinator (if applicable)	Syarifah Rabiyah Al Adawiah Binti Syed Badrul Hisham			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
1.	**Explain** operations of an organization in conceptual terms.	PLO1 (KW)	C2	Active Learning	Q, T, F
2.	**Illustrate** the approach and strategies adopted by an organization towards its operations.	PLO2 (CG)	TH5	Active Learning Mini Scale Research	Q, T, F, PR,Pr
3.	**Lead** and influence team members in complete given tasks.	PLO8 (LAR)	TW2	Mini Scale Research	PR,Pr

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by:		Certified by:	
Name:	Syarifah Rabiyah Al Adawiah	Name:	Mohamad Shafiee Bin Abdul Rashid
Signature:		Signature:	
Date:	3rd March 2019	Date:	3rd March 2019

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COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	Page:	2 of 4
Course code:	DDWG 2223	Academic Session/Semester:	2020/21/1
Course name:	Introduction to Operation Management	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Details on Innovative T&L practices:

No.	Type	Implementation
1	Active Learning	Conducted through in class activities, Case study, presentation, Problem based learning and Debate.
2	Mini Scale Research	Conducted through industrial visit and project. Students in a group have to develop a mini scale research related to the industrial visit in relation to OM concepts.

Weekly Schedule:

Week 1	**INTRODUCTION TO OPERATIONS MANAGEMENT**
Week 2	**OPERATIONS STRATEGY**
Week 3	**MANAGING QUALITY**
Week 4	**DESIGN OF GOOD AND SERVICES**
Week 5	**PROCESS STRATEGY**
Week 6	**PROCESS STRATEGY (CONT'D)**
Week 7	**PRODUCT STRATEGY**
Week 8	**MID SEMESTER BREAK**
Week 9	**LOCATION STRATEGIES**
Week 10-11	**LAYOUT STRATEGY**
Week 11	**HUMAN RESOURCE AND JOB DESIGN**
Week 12	**HUMAN RESOURCE AND JOB DESIGN (CONT'D)**
Week 13	**SUPPLY CHAIN MANAGEMENT**
Week 14	**INVENTORY MANAGEMENT**
Week 15	**REVISION WEEK**

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Leadership, Autonomy & Responsibility

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	Page:	3 of 4
Course code:	DDWG 2223	Academic Session/Semester:	2020/21/1
Course name:	Introduction to Operation Management	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Guided Learning (Face to Face)				Teaching and Learning Activities		TOTAL SLT
					Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
1	8			4	3h	15h	**29h**
2	10			4	3h	15h	**33h**
3	10			4	3h	14h	**31h**
4	0			2	3h	14h	**19h**
Total SLT	**28h**			**14h**	**12h**	**58h**	**112h**

Continuous Assessment		PLO	Percentage	Total SLT
1	Group assignment	2,3	20	As above SLT
2	Quizzes (5x)	1,2	10	**2h30m**
3	Test 1	1,2	10	**1h30m**
4	Test 2	1,2	10	**1h30m**
Final Assessment			Percentage	Total SLT
1	Final Exam	1,2	50	**2h30m**
Grand Total SLT				**120h**

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with LCD and computer together with internet connection.

Learning resources:

Text book (if applicable)

Main references

Heizer, Jay and Render, Barry (2017) *Operations Management*, Pearson Prentice Hall.

Additional references

1. Jay Heizer (2016). *Operations Management: Sustainability and Supply Chain Management*. 12th Edition. Pearson
2. William J. Stevenson (2017). *Operations Management*. 13rd Edition. McGraw-Hill Education

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	Page:	4 of 4
Course code:	DDWG 2223	Academic Session/Semester:	2020/21/1
Course name:	Introduction to Operation Management	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Online
https://utmspace.blackboard.com/ultra/courses/_208_1/outline

Academic honesty and plagiarism:

Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

nil

Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 5
Program name:	Diploma in Technology Management		
Course code:	DDWG 2263	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Entrepreneurship	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course introduces students the basic concepts of technology entrepreneurship as well as the process of creating new technology based ventures. Specifically, the coverage includes opportunity recognition process, legal forms of businesses, options in setting up technology-based ventures, planning and arranging for resources to set up new ventures and financing options for new ventures. At the end of this course, student will be able to develop business plan.			
Course coordinator (if applicable)	Diyana Nabilah binti Md. Burhan			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Elaborate** appropriate business ideas after analysing the environmental trends that generate entrepreneurial opportunities.	PLO1 (KW)	C4	Lecture, active learning	T,HW,F
CLO2	**Illustrate** various forms of business ventures, their characteristics and legal implications.	PLO2 (CG)	C5 TH5	Lecture, active learning	T,HW,F
CLO3	**Able** to act effectively during business plan presentation.	PLO9 (PRS)	AD5 ES6	Project-based learning	Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by: Name: Diyana Nabilah binti Md. Burhan Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie Abdul Rashid Signature: Date: 3rd March 2019

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School/Faculty:	PPD/ SPACE	Page:	2 of 5
Program name:	Diploma in Technology Management		
Course code:	DDWG 2263	Academic Session/Semester:	2020/21/1
Course name:	Technology Entrepreneurship	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO4	**Develop** a business model for their chosen business ideas after successfully performing feasibility analysis.	PLO10 (ENT)	C6 ES2	Project-based learning	HW, PR
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities
2.	Project based learning	Conducted through in-class activities

Weekly Schedule:

Week 1	Briefing on projects and assignments, introduction to entrepreneur and entrepreneurship
Week 2	Creativity, innovation, technology and entrepreneurship, technology entrepreneurs and ventures
Week 3	The founder: entrepreneurial mind & thought in action; the entrepreneurial managers; personal ethics and entrepreneurs. Entrepreneurship forum/talk
Week 4	Entrepreneurial opportunity; the entrepreneurial process; creating, shaping, recognizing, seizing and screening opportunities.
Week 5	Developing viable business idea and models Options in setting up business ventures
Week 6	Entrepreneurship visit
Week 7	Resource requirement and business plan Human resources; financial resources; developing business plan and strategies
Week 8	Mid-Semester Break
Week 9	Marketing issues in technology based ventures
Week 10	Feasibility studies and developing marketing model
Week 11	Financing entrepreneurial ventures; entrepreneurial finance, obtaining venture and growth capital, valuation, structure and negotiation of financing deals; obtaining debt capital

Week 12	Franchising; what is franchising business? Roles of franchisor and franchisee.
Week 13	Project presentation
Week 14	Project presentation
Week 15	Project presentation
Week 16	Revision Week
Week 17-19	Final Examination Week

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Entrepreneurial Skills
Communication Skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	14h			8h	4h	19h	**33h**
CLO2	13h			2h	2h	19h	**32h**
CLO3				2h	2h	14h	**25h**
CLO4				3h	1h	14h	**26h**
	27h			**15h**	**9h**	**66h**	**117h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Assignment 1 Assignment 2 Assignment 3 Assignment 4	PLO1 (KW) PLO2 (CG) PLO2 (CG) PLO2 (CG), PLO10 (ENT)	10 10 10 15	**15m**
2	Group project (business model report)	PLO5 (CS), PLO10 (ENT)	15	**15m**
	Final Assessment			
1	Final Examination	PLO1 (KW), PLO2 (CG)	40	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

School/Faculty:	PPD/ SPACE	**Page:**	4 of 5
Program name:	Diploma in Technology Management		
Course code:	DDWG 2263	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Entrepreneurship	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

Main References:

1. Barringer, B.R, & Ireland, R.D. (2018). Entrepreneurship: Successfully Launching New Ventures, 6th Edition. Pearson.
2. Stephen Spinelli and Rob Adams (2015). *New Venture Creation.; Entrepreneurship for 21st Century* (10th ed.). McGraw-Hill.

Other References:

1. Heidi M. Neck , Christopher P. Neck , Emma L. Murray (2017). *Entrepreneurship: The Practice and Mindset* 1st Edition. SAGE Publications
2. Rhonda Abrams (2017). *Entrepreneurship: A Real-World Approach* 2nd Edition. Planning Shop
3. Kamariah, I., et al. (2009) *Technology Entrepreneurship.* Kuala Lumpur ; Pearson, Prentice Hall.
4. Peter Weishaupt (2019). *The Golden Age: 101 Thoughts on Business, Entrepreneurship, Investing & Technology.*

Online

http://elearning.utm.my

Academic honesty and plagiarism: *(Below is just a sample)*

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)
Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG 2533	**Academic Session/Semester:**	2020/21/1
Course name:	Introduction to Finance	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This subject consists of introduction to financial environment such as firms, investors and markets and the fundamental concepts of finance including interest rates, understanding financial statements, cash flows and its analysis, the time value of money, the meaning and measurement of risk and return. Those fundamentals will be applied in the second part of the course - the valuation of securities for bonds and stocks, determining cost of capital, and capital budgeting: concepts, techniques, calculation of initial cash flow, operating cash flow and terminal cash flow.			
Course coordinator (if applicable)				
Course lecturer(s)	Name	Office	Contact	E-mail

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Explain** the fundamental principles of finance.	PLO1 (KW)	C2	Lecture, active learning	Q,T,F
CLO2	**Solve** hypothetical financial management problems by applying appropriate financial concepts, tools and techniques.	PLO2 (CG)	C3, TH5	Lecture, active learning	T,F,Asg
CLO3	**Demonstrate** responsibility towards group decision in financial management.	PLO8 (LAR)	TW4	Cooperative learning	Asg, Pr
CLO4	**Identify** opportunities for improvements and make best decisions possible given the information available.	PLO9 (PRS)	AD2	Project-based learning	Asg
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Prepared by: Name: Hasliza Husin Signature: Date: 1st March 2019	Certified by: Name: Mohamad Shafie Abd Rashid Signature: Date: 1st March 2019

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COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	2 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG 2533	**Academic Session/Semester:**	2020/21/1
Course name:	Introduction to Finance	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Details on Innovative T&L practices:

No	Type	Implementation
1	Active learning	Conducted through in-class activities.
2	Cooperative learning	Conducted through group assignment.
3	Project-based learning	Preparing and finalising reports on financial performance of selected Public Limited Companies in Malaysia using fundamental ratio analysis.

Weekly Schedule:

Week 1	**An introduction to finance** Definition, goal of the firm, agency problem, basic principles of finance
Week 2	**The financial institution and markets** Key components and classifications, role of financial intermediaries and investment banks
Week 3	**Interest rate fundamentals** Interest rate determinations, real and nominal rates, risk premiums, term structure of interest rates
Week 4	**Evaluating firm's financial performance** Purpose of financial analysis, key financial ratios, limitations
Week 5	**Evaluating firm's financial performance** Purpose of financial analysis, key financial ratios, limitations
Week 6	**The time value of money** Future value and present value, annuities, non-annual periods, applications
Week 7	**The risk and returns** The risk-return trade off, stand-alone risk, risk and diversification, CAPM
Week 8	**Mid Semester Break**
Week 9	**The risk and returns** The risk-return trade off, stand-alone risk, risk and diversification, CAPM
Week 10	**The valuation and characteristics of bonds** Types and characteristics of bonds, valuations, semi-annual and YTM, premium bonds, discount bonds
Week 11	**The valuation and characteristics of stocks** Basic characteristics of preferred stock and common stock, valuations, dividend growth model – zero, constant and variable growth, the expected rate of return
Week 12	**The cost of capital**

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	3 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG 2533	**Academic Session/Semester:**	2020/21/1
Course name:	Introduction to Finance	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

	Key definition and concepts, determining WACC, making investment decisions
Week 13	**Capital budgeting: techniques and practice** Definition and decision criteria, payback period, NPV, PI, IRR, NPV-IRR relationship, capital rationing and ranking mutually exclusive projects
Week 14	**Capital budgeting: techniques and practice** Definition and decision criteria, payback period, NPV, PI, IRR, NPV-IRR relationship, capital rationing and ranking mutually exclusive projects
Week 15	**Capital budgeting: cash flows principles** Guidelines for measuring cash flows, calculations of free cash flows, initial outlay, operating cash flows, terminal cash flows, NPV

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Team working and personal skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	6h	2h		2h	2h	5h	**15h**
CLO2	22h	12h		4h	6h	27h	**59h**
CLO3				4h	5h	10h	**19h**
CLO4				4h	5h	10h	**19h**
	28h	**14h**	**0h**	**14h**	**18h**	**52h**	**112h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Quizzes (5x)	PLO1 (KW)	10	**2h30m**
2	Test 1	PLO1 (KW) PLO2 (CG)	10	**1h30m**
3	Test 2	PLO1 (KW) PLO2 (CG)	10	**1h30m**
4	Group assignment	PLO2 (CG) PLO8(LAR) PLO9 (PRS)	20	**As in CLO2, CLO3, CLO4**

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	4 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG 2533	**Academic Session/Semester:**	2020/21/1
Course name:	Introduction to Finance	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

	Final Assessment			
1	Final Examination	PLO1 (KW) PLO2 (CG	50	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

Main Reference:

1. Keown, Martin, Petty, (2017), *Foundations of Finance*, United States: Pearson 9th Edition.

Other references:

1. Brigham, F.E. and Ethard, J. (2015), *Fundamentals of Financial Management*, 14th Edition
2. Subramanyam, K.R (2015) Financial Statement Analysis (11th Ed) McGraw Hill

Online

http://elearning.utm.my
https://www.bursamalaysia.com

Academic honesty and plagiarism:

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)
Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 5
Program name:	Diploma in Technology Management		
Course code:	DDWG 3173	**Academic Session/Semester:**	2020/21/1
Course name:	Commercial Law	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	All commercial transactions are governed by law. This course aims to provide knowledge about areas of law which affect commercial transactions. This course focuses on the Malaysian Legal System, Contract Law, Law of Agency, sale of goods, company law and partnership law.			
Course coordinator (if applicable)	Nil			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	**Interpret** basic principles of Malaysian legal system and relevant laws in relation to commercial transactions.	PLO1 (KW)	C3	Lecture, active learning	T,HW,F
CLO2	**Analyse** the legal problems by applying relevant legal principles, statutes and case law.	PLO2 (CG)	C4 TH6	Lecture, active learning	T,HW,F
CLO3	**Communicate** effectively and work collaboratively in groups by collecting information and orally presenting relevant issues pertaining to commercial laws.	PLO5 (CS)	CS4	Active-learning	PR,Pr

Prepared by: Name: Diyana Nabilah Md. Burhan Signature: Date: 3rd March 2019	Certified by: Name: Mohamad Shafie Abd Rashid Signature: Date: 3rd March 2019

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School/Faculty:	PPD / SPACE	**Page:**	2 of 5
Program name:	Diploma in Technology Management		
Course code:	DDWG 3173	**Academic Session/Semester:**	2020/21/1
Course name:	Commercial Law	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO4	**Study** the current issues of Malaysian legal system and relevant laws in relation to commercial transactions.	PLO11 (ETS)	A3 GC2	Active learning, Group Presentation	Asg, TW, Pr
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities, Case study, presentation, Problem Based Learning and Debate
2.	Project-based learning	Conducted through design assignments. Students in a group have to solve a commercial legal problem and present the result to the class as well as submit written reports.

Weekly Schedule:

Week 1	• **Introduction to the Malaysian Legal System** • Definition of law, function of law • Law, state and constitution • Classification and sources of law
Week 2	• Continuation of Malaysian Legal System • Theory of separation of powers and theory of check and balance • Legal jurisdiction between Federal and State Government
Week 3	• **Law of Contract (Contracts Act 1950)** • Introduction - Definition and elements of Contract • Formation of Contract - Offer, invitation to treat
Week 4	• Formation of contract • Acceptance • Intention to create legal relation and consideration
Week 5	• Continuation on Formation of Contract • Capacity to enter into contract • Certainty of terms
Week 6	• Law of Contract • Terms of Contract • Void and illegal Contract

Week 7	• Voidable Contract - coercion, undue influence, fraud, mistake, misrepresentation
Week 8	Mid-Semester Break
Week 9	• Law of Contract • Discharge of Contract • Remedies for Breach of Contract
Week 10	• **Sale of Goods (Sale of Goods Act 1957)** • Nature and elements of sale of goods contract • The law applicable, scope of Sale of Goods Act 1957 (SOGA) • Formation of Contract of Sale • Implied Terms under SOGA
Week 11	Continuation of Sale of Goods • Passing of Property – specific & uncertain goods, when risk passes, frustration • Passing of Title: *Nemo Dat* Rule – exceptions to "*Nemo dat quod non habet*" Rule • Remedies for breach of contract of sale
Week 12	**Law of Agency**
Week 13	• Law of Agency • Creation of Agency • Rights and Duties of an Agent, Agent and Third Party • Termination of an Agency
Week 14	**Company Law** • Legal entity of a company • Comparison and distinction between a company, partnership and sole proprietorship • Types of companies • Formation of a company
Week 15	**Partnership Law** • Definition and nature of partnership • Formation and duration of partnership • Liabilty of partnership • Dissolution of partnership

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communication Skills Ethics and Professionalism Skills

School/Faculty:	PPD / SPACE	**Page:**	3 of 5
Program name:	Diploma in Technology Management		
Course code:	DDWG3183	**Academic Session/Semester:**	2020/21/1
Course name:	Commercial Law	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Guided Learning (Face to Face)				Teaching and Learning Activities		TOTAL SLT
					Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	15h			2	4h	10h	20h
CLO2	15h			2	4h	5h	15h
CLO3					4h	5h	15h
CLO4				2			
Total SLT	**30h**			**6h**	**12h**	**20h**	**50h**

Continuous Assessment		PLO	Percentage	Total SLT
1	Quiz 1	PLO 1(KW), PLO2 (CG)	10	**As in CLO1,CLO2**
2	Test	PLO 1(KW), PLO2 (CG)	20	**1h 30m**
3	Mini Scale Research	PLO 1(KW), PLO2 (CG)	20	**1h 30m**
4	Assignment and Presentation	PLO 1(KW), PLO2 (CG), PLO5 (CS), PLO11 (ETS)	10	**As in CLO1,CLO2, CLO3,CLO4 (30h)**
Final Assessment			Percentage	Total SLT
1	Final Examination		40	**2h 30m**
Grand Total			**100**	**120h**

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

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources: References

Main References:

Nor Sa'adah Abd Rahman, Lekha Laxman, Hakimah Muhammad Zin, Roshazlizawati Mohd Nor (2011). *The Principles of Commercial Law*. Penerbit UTM: Johor Bahru.

M A Clarke, R J A Hooley (2017). Commercial Law: Text, Cases, and Materials. 5th Edition. Oford Publisher.

School/Faculty:	PPD / SPACE	Page:	5 of 5
Program name:	Diploma in Technology Management		
Course code:	DDWG3183	Academic Session/Semester:	2020/21/1
Course name:	Commercial Law	Pre/co requisite (course name and code, if applicable):	NA
Credit hours:	3		

Other References:

1. Chan Wai Meng (2013) Company Law in Malaysia. Cengage Learning: Selangor Statute.
2. Lee Mei Pheng and Ivan Jeron Detta (2011). *Commercial Law*. Oxford Fajar. Kuala Lumpur.
3. Hapriza Ashari, Khairiah Soehod, Lekha Laxman (2002). *Prinsip Undang-undang Malaysia*. PTS Publication:
4. Federal Constitution, Contracts Act 1950, Sale of Goods Act 1957, Partnership Act 1961 and Companies Act 2016.

Additional references
Please refer in e-Learning

Online
http://elearning.utm.my

Academic honesty and plagiarism: *(Below is just a sample)*

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Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	**Page:**	1 of 7
Course code:	DDWG 3233	**Academic Session/Semester:**	2020/21/1
Course name:	Research Development and Innovation	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Course synopsis	This course aims to extend the understanding of critical issues and conceptual frameworks involved in the management of R&D innovation and activities. It provides the skills of innovation management, R&D and new product development (NPD) activities at operational level.			
Course coordinator (if applicable)	Syarifah Rabiyah Al Adawiah Binti Syed Badrul Hisham			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1.	**Discuss** critically the main issues and literatures associated with the strategic management of innovation, R&D and NPD in firms	PLO1 (KW)	C4	Active Learning.	F,T,Q
CLO2.	**Apply** concepts and tools in managing innovation and R&D activities.	PLO2 (CG)	TH5	Active Learning. Mini Scale Research.	F,T,Q,PR
CLO3.	**Evaluate** R&D innovation knowledge issues and problem solving.	PLO5 (CS)	CS2	Mini Scale Research.	PR

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by:		Certified by:	
Name:	Syarifah Rabiyah Al Adawiah	Name:	Mohamad Shafie Bin Abdul Rashid
Signature:		Signature:	
Date:	3rd March 2019	Date:	3rd March 2019

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COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	**Page:**	2 of 7	
Course code:	DDWG 3233	**Academic Session/Semester:**		2020/21/1
Course name:	Research Development and Innovation	**Pre/co requisite (course name and code, if applicable):**		NA
Credit hours:	3			

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO4.	**Respect** other peoples ideas and have mutual trust.	PLO8 (LAR)	TW3	Active Learning.	PR

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1	Active Learning	Conducted through class activities, presentation, problem based learning and debate.
2	Case Study Based Learning	Conducted through real-event case study investigation
3	Mini scale research	Conducted through a project that reflects R&D and Innovation Management

Weekly Schedule:

Week 1	**Introduction** 1.1 Definition 1.2 Importance of innovation 1.3 The study of innovation 1.4 Innovation in an organizational context 1.5 Models of innovation 1.6 Innovation as management process
Week 2	**Managing innovation within firms** 2.1 Theories of organizations and innovation 2.2 Managing uncertainty 2.3 Organization characteristics that facilitate the innovation process 2.4 Classification of industrial firms

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	**Page:**	3 of 7
Course code:	DDWG 3233	**Academic Session/Semester:**	2020/21/1
Course name:	Research Development and Innovation	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

	2.5 Organizational structure and innovation 2.6 Individual role in innovation process 2.7 Impact of IT systems on innovation
Week 3	**Innovation: Planning** 3.1 Planning 3.2 Factors influencing innovation 3.3 Types of innovation 3.4 Innovation planning process 3.5 Application of the planning process 3.6 Factors facilitate innovation planning 3.7 Technology stages and planning 3.8 Developing climate for innovation
Week 4	**Innovation: Implementation** 4.1 Implementation; activities; requirements; task delegation) 4.2 Key implementation issues 4.3 Crafting portfolios for innovation
Week 5	**Innovation: Evaluation and Control** 5.1 Evaluation and control process 5.2 Control 5.3 Implementing evaluation and control 5.4 Auditing innovation management
Week 6	**Management of R&D: Concepts and Issues** 6.1 Introduction to R&D 6.2 R&D management and industrial context 6.3 R&D investment and company growth 6.4 Classification of R&D 6.5 R&D management and business strategy 6.6 Strategic pressures on R&D 6.7 Technology leverage and R&D strategies 6.8 Fund allocation to R&D

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	**Page:**	4 of 7
Course code:	DDWG 3233	**Academic Session/Semester:**	2020/21/1
Course name:	Research Development and Innovation	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

	6.9 Level of R&D expenditure
Week 7	**Management of R&D: Concepts and Issues** 7.1 Successful technology management 7.2 Changing nature of R&D management 7.3 Acquisition of external technology 7.4 Effective R&D management 7.5 R&D link with product innovation process
Week 8	**Management of R&D: Implementation** 8.1 Balancing research portfolios 8.2 Evaluating R&D projects 8.3 Locating R&D activities 8.4 Managing international R&D 8.5 Managing research teams 8.6 Evaluation and assessment of R&D
Week 9	**New Product Development** 9.1 New product 9.2 Overviews of NPD theories 9.3 Models of NPD 9.4 Innovation management and NPD 9.5 Consideration in developing NPD strategy 9.6 NPD as a strategy for growth
Week 10	**New Product Development: Product and Brand Strategy** 10.1 Capabilities, networks and platforms 10.2 Product planning, product strategy 10.3 Competitive environment, differentiation and positioning 10.4 Competing with other products, brand management, brand strategy, market entry 10.5 Launch and continuing improvement 10.6 Withdrawing products and managing mature products
Week 11	**New Product Development: Managing NPD teams**

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	**Page:**	5 of 7
Course code:	DDWG 3233	**Academic Session/Semester:**	2020/21/1
Course name:	Research Development and Innovation	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

	13.1 Putting NPD as a project 13.2 Key activities in NPD teams 13.3 NPD across different industries 13.4 Organizational structures and cross-functional teams 13.5 Marketing/R&D interface 13.6 High attrition of new products
Week 12	**Organizational Learning And Knowledge Management** 16.1 Technology trajectories and dynamic capabilities 16.2 The knowledge base of an organization 16.3 The learning organization 16.4 Combining commercial and technological strength 16.5 Degree of innovativeness 16.6 Technology strategy as link between innovation strategy and business strategy
Week 13	**Organizational Learning And Knowledge Management (Cont'd)** 19.1 organizational learning 19.2 knowledge management in R&D department and teams 19.3 The use of organizational learning and knowledge management
Week 14	**Strategic Alliances And Networks** 22.1 Definition 22.2 Complementary capabilities and embedded technologies 22.3 Forms of strategic alliances 22.4 Motives for establishing an alliances 22.5 Risk and limitations of strategic alliances 22.6 Use of alliances in implementing technology strategy
Week 15	**REVISION WEEK**

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Communication Skills

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	**Page:**	6 of 7
Course code:	DDWG 3233	**Academic Session/Semester:**	2020/21/1
Course name:	Research Development and Innovation	**Pre/co requisite (course name and code, if applicable):**	NA
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Guided Learning (Face to Face)				Teaching and Learning Activities: Guided Learning Non-Face to Face	Teaching and Learning Activities: Independent Learning Non-Face to face	TOTAL SLT
CLO	**L**	**T**	**P**	**O**			
1	7			4	2	18	**31**
2	21			8	4	23	**56**
3	0			2	3	20	**25**
Total SLT	**28**			**14**	**9**	**62**	**112h**

Continuous Assessment		PLO	Percentage	Total SLT
1	Case Study 1	1	10	**1h**
	Case Study 2	1	10	**1h**
	Test 1	1,2	10	**1h 30m**
	Test 2	1,2	10	**1h 30m**
2	Group project	1,2,5	20	**AS IN CLO 3**
Final Assessment			Percentage	Total SLT
1	Final Exam	1,2	40	**2h30m**
Grand Total SLT				**120h**

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with LCD and computer together with internet connection.

COURSE INFORMATION

Department/ Faculty:	PPD / SPACE	**Page:**	7 of 7	
Course code:	DDWG 3233	**Academic Session/Semester:**		2020/21/1
Course name:	Research Development and Innovation	**Pre/co requisite (course name and code, if applicable):**		NA
Credit hours:	3			

Learning resources:

Text book (if applicable)

Main reference:

Trott.P. (2017). *Innovation management and New Product Development* (6th Edition). Essex:Prentice Hall Financial Times.

Additional references :

1. Margaret White and Garry D. Bruton (2016). *The Management of Technology and Innovation*. 3rd Edition. Cengage Learning
2. Keith Goffin, Rick Mitchell (2017). *Innovation Management: Effective Strategy And Implementation*. 3rd Edition. Red Globe Press

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Other additional information (Course policy, any specific instruction etc.):

nil

Disclaimer:

COURSE INFORMATION

School/Faculty:	PPD / SPACE	**Page:**	1 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG 3263	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Commercialization	**Pre/co requisite (course name and code, if applicable):**	DDWG 1513
Credit hours:	3		

Course synopsis	This course provides an overview of social scientific research on the organisational contexts, processes and outcomes of technology commercialisation. It focuses on how the commercialisation of technology involves fundamental knowledge into commercial application. Technology transfer covers a wide array of actors, processes, and circumstances and development through normal channels within an organizational field. Through discussion is mainly from the technology transfer perspective, there are topics in which the transferee perspective will be addressed.			
Course coordinator (if applicable)	Julieanah Bt Mohamad Jamil			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO1	Explain the fundamental concept of technology commercialisation and transfer.	PLO1 (KW)	C2	Lecture, active learning	T, F
CLO2	Identify the scope and process of technology commercialisation and technology transfer efforts.	PLO2 (CG)	C4 TH4	Lecture, active learning	T, F, PR
CLO3	Differentiate various forms of technology transfer mechanism.	PLO2 (CG)	C4	Lecture, active learning	T, F

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement

***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Prepared by:	Certified by:
Name: Julieanah Mohamad Jamil	Name: Mohamad Shafie Abd Rashid
Signature:	Signature:
Date: 3rd March 2019	Date: 3rd March 2019

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School/Faculty:	PPD/ SPACE	**Page:**	2 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG 3263	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Commercialization	**Pre/co requisite (course name and code, if applicable):**	DDWG 1153
Credit hours:	3		

No.	CLO	PLO (Code)	*Taxonomies and **generic skills	T&L methods	***Assessment methods
CLO4	Arrange technology transfer work procedures	PLO9 (PRS)	AD2	Active-learning	PR, F

Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement
***T – Test; Q – Quiz; HW – Homework; Asg – Assignment; PR – Project; Pr – Presentation; F – Final Exam etc.

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active learning	Conducted through in-class activities
2.	Case study-based learning	Discussion
3.	Online Learning	E – Learning

Weekly Schedule:

Week 1	1.0 The concept and importance of technology commercialisations
Week 2	2.0 Understanding the technology commercialisation process
Week 3	3.0 Strategy and types of technology commercialization
Week 4	4.0 Technology transfer principle and strategy 4.1 Introduction to the technology transfer concepts and models and its importance to business
Week 5	5.0 Technology marketing
Week 6	6.0 Valuation of technology as the marketing subjects
Week 7	7.0 Market research and promoting technology to be transferred
Week 8	Mid sem break
Week 9	8.0 Packaging and pricing of technology
Week 10	9.0 Preparing and negotiating technology transfer
Week 11	10.0 Licensing agreement and support services

Week 12	11.0 Technology transfer; the transferee perspectives
Week 13	12.0 Planning for technology acquisition
Week 14	13.0 Technology search and evaluation
Week 15	14.0 Managing the transfer. Transfer barriers and overcoming them
Week 16	Revision week
Week 17-19	Final examination week

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Personal Skills

Student learning time (SLT) details:

Distribution of Student Learning Time (SLT) by CLO	Teaching and Learning Activities						SLT
	Guided Learning (Face to Face) L: Lecture, T: Tutorial, P: Practical, O: Others				Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	7h			4h	3h	15h	**29h**
CLO2	7h			3h	2h	15h	**27h**
CLO3	7h			3h	2h	18h	**30h**
CLO4	6h			5h	2h	18h	**31h**
Total SLT	**27h**			**15h**	**9h**	**66h**	**117h**

No.	Continuous Assessment	PLO (Code)	Percentage	SLT
1	Assignment 1	PLO1	5	**As in CLO 1,2,3,4,5**
	Assignment 2	PLO2	5	
	Assignment 3	PLO2	5	
	Assignment 4	PLO2, PLO3	5	
2	Group project (business model report)	PLO9	15	**As in CLO 1,2,3,4,5**
	Test	PLO1, PLO2	15	
1	Final Examination	PLO1, PLO2,	40	**2h30m**
Total SLT			**100**	**120h**

h: hours, m: minutes

School/Faculty:	PPD/ SPACE	**Page:**	4 of 4
Program name:	Diploma in Technology Management		
Course code:	DDWG 3263	**Academic Session/Semester:**	2020/21/1
Course name:	Technology Commercialization	**Pre/co requisite (course name and code, if applicable):**	DDWG 1153
Credit hours:	3		

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

Lecture room with computer and LCD

Learning resources:

Main Reference:

Jerome Schaufeld (2015). *Commercializing Innovation: Turning Technology Breakthroughs into Products* 1st Edition. Apress

Other References:

1. Shiri M. Breznitz , Henry Etzkowitz (2017). *University Technology Transfer: The Globalization Of Academic Innovation*. 1st Edition. Routledge Publisher

2. Speser P.S (2016) *The Art and Science of Technology Transfer.* New Jersey: Wiley.

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Other additional information (Course policy, any specific instruction etc.):

-

Disclaimer:

COURSE INFORMATION

School / Faculty:	PPD / SPACE	**Page:**	1 of 6
Program:	Diploma in Technology Management		
Course code:	DDWG 3323	**Academic Session/Semester:**	2020/21/1
Course name:	Human Resource Management	**Pre/co requisite (course name and code, if applicable):**	DDWG 1133, DDWG 2173
Credit hours:	3		

Course synopsis	This course introduces students to strategies for managing people in the workplace, via the theory and practice of human resource management. The course provides an overview of the key functions undertaken by managers with responsibility for effectively utilizing and retaining an organization's human resources. Functions such as recruitment and selection, training and development, performance management and compensation are examined. At the end of the course, students will be able to demonstrate and apply the knowledge in this area by preparing a report on relevant topics regarding the HRM practices in various organizations			
Course coordinator (if applicable)	Madihah Md Fadil			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1.	Describe the functions of human resource in an organization	PLO 1 (KW)	C2	Lecture, Active Learning	HW, T, Q, F
CLO2.	Analyse the relationship of each function of human resource in the integrated organizational environment and the importance of each other.	PLO 2 (CG)	C4 TH5	Lecture, Active Learning , Case Studies	HW, T, Q, Pr

Prepared by:		Certified by:	
Name:	Madihah Md Fadil	Name:	Mohamad Shafie bin Abd Rashid
Signature:		Signature:	
Date:	3rd March 2019	Date:	3rd March 2019

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School / Faculty:	PPD / SPACE	**Page:**	2 of 6
Program:	Diploma in Technology Management		
Course code:	DDWG 3323	**Academic Session/Semester:**	2020/21/1
Course name:	Human Resource Management	**Pre/co requisite (course name and code, if applicable):**	DDWG 1133, DDWG 2173
Credit hours:	3		

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO3.	Formulate ideas, methodologies and strategies to solve the current trends and issues affecting human resource management (HRM) to its practices	PLO 9 (PRS)	SC2	Online Learning, Active Learning,Research, Roleplay	PR, Pr
CLO4.	Act responsibly towards the human resource professional practices in organization and social values.	PLO 11 (ETS)	GC4	Lecture, Active Learning, Academic Talk/Visit	PR ,Pr, T , F
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	Discussion, Case Studies , Research
2.	Self Direct Learning	Informational Searching and Application
3.	Online Learning	E – Learning Online Application

Weekly Schedule:

Week 1	**1.0 INTRODUCTION TO HRM** 1.1 The HR Function 1.2 Growth of HR function 1.3 HR Partnership 1.4 Overview of related Malaysian labour laws

School / Faculty:	PPD / SPACE	**Page:**	3 of 6
Program:	Diploma in Technology Management		
Course code:	DDWG 3323	**Academic Session/Semester:**	2020/21/1
Course name:	Human Resource Management	**Pre/co requisite (course name and code, if applicable):**	DDWG 1133, DDWG 2173
Credit hours:	3		

Week 2	**2.0 RECRUITMENT AND SELECTION** 2.1 Job Analysis 2.2 Recruitment Process 2.3. Selection Process 2.4 Contract of Employment
Week 3	**3.0 TRAINING** 3.1 Induction 3.2 Organizinga Training Programme 3.3. Training Methods 3.4 Training Evaluation 3.5 Learning Principles
Week 4	**4.0 PERFORMANCE MANAGEMENT SYSTEM (PMS)** 4.1 Components of PMS 4.2 Features of effective appraisal system 4.3 Types of biases in appraisal system 4.4 Appraising Methods
Week 5	**5.0 WAGE AND PAYMENT SRUCTURE** 5.1 Types of payment structure 5.2 Wage system 5.3 Factors affecting wage payment 5.4 Factors affecting individual levels of pay 5.5 The Employment Act and wage regulation
Week 6	**6.0 WORKING HOURS** 6.1 Factors affecting choice of working hours system 6.2 Overtime 6.3 Shift Work

	6.4 Alternative Work Schedule
Week 7 **(TEST 1)**	**7.0 BENEFITS & REWARDS** 7.1 Statutory benefits 7.2 Non-statutory benefits 7.3 Financial rewards 7.4 Non-financial rewards
Week 8	**Mid-Semester Break**
Week 9	**8.0 DISCIPINARY SYSTEMS** 8.1 Dealing with Employee Problems 8.2 Grievance handling
Week 10 Week 11	**9.0 TERMINATION OF SERVICE** 9.2 Resignation, Retirement & Retrenchment 9.3 Misconduct & Dismissal 9.1 Types of employment contract
Week 12	**10.0 SAFETY & HEALTH AT WORK** 10.1 Accidents: causes & consequences 10.2 Occupational diseases & Health hazards 10.3 Ensuring a safe workplace: policies & programmes
Week 13	**11.0 PRODUCTIVITY ENHANCEMENT** 11.1 Methods of improving productivity 11.2 Techniques for improving quality 11.3 Methods to encourage employee commitment
Week 14 **(TEST 2)**	**12.0 INDUSTRIAL RELATIONS** 12.1 Role of Ministry of HR 12.2 Types of Trade Unions 12.3 Collective bargaining process

School / Faculty:	PPD / SPACE	**Page:**	5 of 6
Program:	Diploma in Technology Management		
Course code:	DDWG 3323	**Academic Session/Semester:**	2020/21/1
Course name:	Human Resource Management	**Pre/co requisite (course name and code, if applicable):**	DDWG 1133, DDWG 2173
Credit hours:	3		

	12.4 Industrial Action 12.5 Procedure for settling trade disputes

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Personal Skills **Ethics and Professionalism Skills**

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Guided Learning (Face to Face)				Teaching and Learning Activities		TOTAL SLT
					Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO1	10h			5h	4h	16h	35h
CLO2	10h			5h	4h	16h	35h
CLO3	4h			2h	3h	12.5h	21h
CLO4	4h			2h	3.5h	12.5h	22.5h
Total SLT	**28h**			**14h**	**14h**	**56h**	**112h**

h:hours, m:minutes

Continuous Assessment		PLO	Percentage	Total SLT
1	Assignment	PLO1,2	5	**As in CLO 1,2,3,4**
2	Assignment	PLO1.2	10	**As in CLO 1,2,3,4**
3	Test	PLO1,2,3	10	**4h**
4	Project Assignment	PLO3,4	15	**As in CLO 1,2,3,4**
Final Assessment			Percentage	Total SLT
1	Final		50	**2h 30m**
Grand Total SLT				**120h**

School / Faculty:	PPD / SPACE	**Page:**	6 of 6
Program:	Diploma in Technology Management		
Course code:	DDWG 3323	**Academic Session/Semester:**	2020/21/1
Course name:	Human Resource Management	**Pre/co requisite (course name and code, if applicable):**	DDWG 1133, DDWG 2173
Credit hours:	3		

Learning resources:

Text book (if applicable)

Main references :

John R. Hollenbeck, Raymond A. Noe, Patrick M. Wright (2018). *Human Resource Management*. 11Th Edition. McGraw Hill

Additional references :

1. Raymond Andrew Noe, John R. Hollenbeck, Barry Gerhart, Patrick M. Wright (2019). *Fundamentals of Human Resource Management.* 8th Edition. McGraw-Hill Education
2. Robert L. Mathis, John H. Jackson, Sean R. Valentine (2016).). *Human Resource Management*. 15Th Edition. Cengage Learning
3. Robert N. Lussier, John R. Hendon (2018). *Human Resource Management: Functions, Applications, and Skill Development.* 3rd Edition. SAGE Publications, Inc

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Other additional information (Course policy, any specific instruction etc.):

-

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COURSE INFORMATION

School/ Faculty:	PPD / SPACE	**Page:**	1 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3908	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training (DDWG 3908)	**Pre/co requisite (course name and code, if applicable):**	
Credit hours:	3		

Course synopsis	This course requires the students to apply all technical and soft-skills knowledge that have been thought throughout the study years. The students will be exposed to real working environment and practise their communication skills in order to solve real problems.			
Course coordinator (if applicable)	Diyana Nabilah binti Md. Burhan			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
1.	Solve actual problem relating to employment and training of application of knowledge in solving them, as well as acquiring and manage information from various resources in proposing alternative solutions.	PLO1 (KW)	C3		Observation (Industrial Training Rubric) HW, T, F
2.	Demonstrate the practical skill related to the scope of work in the organisation.	PLO2 (CG)	P3		

Prepared by:		Certified by:	
Name:	Diyana Nabilah binti Md. Burhan	Name:	Mohamad Shafie Bin Abdul Rashid
Signature:		Signature:	
Date:	3rd March 2019	Date:	3rd March 2019

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School / Faculty:	PPD / SPACE	**Page:**	2 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3908	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training	**Pre/co requisite (course name and code, if applicable):**	
Credit hours:	3		

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
3	Communicate clearly and effectively in verbal or written form with all members in the organisation.	PLO5 (CS)	CS7		Observation (Industrial Training Rubric)
4.	Demonstrate knowledge and technology management issues.	PLO9 (PRS)	A3 AD3		
5.	Practice ethics values via punctuality and attire.	PLO11 (ETS)	P2 GC4		
Refer *Taxonomies of Learning and **UTM's Graduate Attributes, where applicable for measurement of outcomes achievement ***T – Test; Q – Quiz; HW – Homework; PR – Project; Pr – Presentation; F – Final Exam etc.					

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	
2.	Self-Direct Learning	
3.	Online Learning	

Weekly Schedule:
-Refer to Organization's schedule –

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Managerial Skills
Leadership and Team Working Skills

School / Faculty:	PPD / SPACE	**Page:**	3 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3908	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training	**Pre/co requisite (course name and code, if applicable):**	
Credit hours:	3		

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Guided Learning (Face to Face)				Teaching and Learning Activities		TOTAL SLT
					Guided Learning Non-Face to Face	Independent Learning Non-Face to face	
CLO	**L**	**T**	**P**	**O**			
CLO 1						80h	80h
CLO 2						80h	80h
CLO 3						80h	80h
CLO4						80h	80h
Total SLT						**320h**	**320h**

	Continuous Assessment	PLO	Percentage	Total SLT
1	Industrial Training Log-book 2	PLO1 PLO2	20	**As in CLO1,2,3,4,5**
2	Visitation report (LIA)	PLO1 PLO2	30	As in CLO1,2,3,4,5
3	Organisation's report (LIB)	PLO5,9,11	50	As in CLO1,2,3,4,5
	Final Assessment		Percentage	Total SLT
	Grand Total SLT			**320h**

h:hours ; m:minutes

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

NIL

Learning resources:

Text book (if applicable)

School / Faculty:	PPD / SPACE	**Page:**	4 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3908	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training	**Pre/co requisite (course name and code, if applicable):**	
Credit hours:	3		

Academic honesty and plagiarism: *(Below is just a sample)*

Assignments are individual tasks and NOT group activities (UNLESS EXPLICITLY INDICATED AS GROUP ACTIVITIES)
Copying of work (texts, simulation results etc.) from other students/groups or from other sources is not allowed. Brief quotations are allowed and then only if indicated as such. Existing texts should be reformulated with your own words used to explain what you have read. It is not acceptable to retype existing texts and just acknowledge the source as a reference. Be warned: students who submit copied work will obtain a mark of **zero** for the assignment and disciplinary steps may be taken by the Faculty. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy.

Other additional information (Course policy, any specific instruction etc.):

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Disclaimer:

COURSE INFORMATION

School / Faculty:	PPD / SPACE	**Page:**	1 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3914	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training Report	**Pre/co requisite (course name and code, if applicable):**	
Credit hours:	3		

Course synopsis	This course requires the students to produce a report on the industrial training carried out by them. The report will cover tasks undertaken and experiences gained by the students during their period of training at the respective firms or department. After completing the report, the students should be able to present information and express ideas clearly, effectively and confidently.			
Course coordinator (if applicable)	Diyana Nabilah binti Md. Burhan			
Course lecturer(s)	**Name**	**Office**	**Contact no.**	**E-mail**

Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:

No.	CLO	PLO (ICGPA CODE)	*Taxonomies and **generic skills*	T&L methods	***Assessment methods
CLO1	Illustrate job specification and practices.	PLO 1 (KW)	C3		Report
CLO2	Display an effective communication in oral and written skills in English/Malay.	PLO5 (CS)	CS4		Final report and presentation
CLO3	Recommend innovative methods in dealing with technology management issues.	PLO10 (PRS)	ES2		

Prepared by:		Certified by:	
Name:	Diyana Nabilah binti Md. Burhan	Name:	Mohamad Shafie Abdul Rashid
Signature:		Signature:	
Date:	3rd March 2019	Date:	3rd March 2019

MOHAMAD SHAFIE BIN ABDUL RASHID
Ketua Jabatan Pengurusan
Pusat Pengajian Diploma SPACE
Universiti Teknologi Malaysia
Jalan Sultan Yahya Petra
54100 Kuala Lumpur

School / Faculty:	PPD / SPACE	**Page:**	2 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3914	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training Report	**Pre/co requisite (course name and code, if applicable):**	
Credit hours:	3		

Details on Innovative T&L practices:

No.	Type	Implementation
1.	Active Learning	
2.	Self-Direct Learning	
3.	Online Learning	

Weekly Schedule:
-Refer to Organization's schedule –

Transferable skills (generic skills learned in course of study which can be useful and utilised in other settings):

Managerial Skills
Leadership and Team Working Skills

Student learning time (SLT) details:

Distribution of student Learning Time (SLT) Course content outline	Guided Learning (Face to Face)				Teaching and Learning Activities: Guided Learning Non-Face to Face	Teaching and Learning Activities: Independent Learning Non-Face to face	TOTAL SLT
CLO	**L**	**T**	**P**	**O**			
CLO 1					80h	80h	160h
CLO 2							
CLO 3							
Total SLT					**80h**	**80h**	**160h**

	Continuous Assessment	PLO	Percentage	Total SLT
1	Final Report (EMA 1)	PLO1 (KW) PLO10(ENT)	70	**As in CLO1,2**
2	Presentation (EMA 2)	PLO5 (CS) PLO10(ENT)	30	**2h**
Final Assessment			Percentage	Total SLT
Grand Total SLT				**160h**

h:hours ; m:minutes

School / Faculty:	PPD / SPACE	**Page:**	3 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3914	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training Report	**Pre/co requisite (course name and code, if applicable):**	
Credit hours:	3		

WEEKLY SCHEDULE

Scope of Industrial Training Report consist of 3 major areas that need to be submitted by the end of the training:
• Describing the organisation where the student undergoes training • Illustrating the major area of work assigned to the students • Relate to the work assigned to the course and subject matter relating to the program.

GRADING

Item	Assessment Method	PPD & PPSM	Collaboration Program	Implementation Date
1.	Final Report (EMA 1)	70%	70%	Week 1-16
2.	Presentation (EMA 2)	30%	30% - (UTM)	Week 17
	Total	**100%**	**100%**	

GRADE

Percentage	Grade	Point Value
90 – 100	A+	4.00
80 - 89	A	4.00
75 – 79	A -	3.67
70 – 74	B +	3.33
65 – 69	B	3.00
60 – 64	B -	2.67
55 – 59	C +	2.33
50 – 54	C	2.00
45 – 49	C -	1.67
40 – 44	D +	1.33
35 - 39	D	1.00
30 - 34	D-	0.67
0 – 29	E	0.0

Special requirement to deliver the course (e.g: software, nursery, computer lab, simulation room):

NIL

School / Faculty:	PPD / SPACE	**Page:**	4 of 4
Program Name	Diploma in Technology Management		
Course code:	DDWG 3914	**Academic Session/Semester:**	2020/21/1
Course name:	Industrial Training Report	**Pre/co requisite (course name and code, if applicable):**	
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Text book (if applicable)

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