Jadual 3: Ringkasan Maklumat Setiap Modul / Kursus

**Senarai Kursus Semester 4 / Tahun 2**

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| **BIL** | **KODKURSUS** | **NAMA KURSUS** |
| 1 | DDPQ 2244 | MEASUREMENT III |
| 2 | DDPQ 2333 | COST ESTIMATING |
| 3 | DDPQ 2413 | PRINCIPLES OF LAW, CONTRACT & TORTS |
| 4 | DDPQ 2523 | PROFESSIONAL PRACTICE II |
| 5 | ULAB 2032 | ENGLISH FOR PROFESSIONAL COMMUNICATION |
| 6 | UHAD 2092 | PROFESSIONAL ETHICS |

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| 1 | Course Name | **MEASUREMENT III** | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Course Code | DDPG 2244 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name Of Academic Staff | NAME : NIK NUR ‘ATIQAH BINTI MOHD BASHIR  QUALIFICATION : BACHELOR OF QUANTITY SURVEYER,  UNIVERSITY : UNIVERSITI TEKNOLOGI MALAYSIA (UTM)  YEAR : 2013 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rationale Course Included In This Course | The aim of the course is to equip the students with the knowledge and skills of measurement and quantification of building works to complement the needs of the profession. This course will further develop the knowledge, understanding and the skill of measurement of construction works according to the current SMM for Building Works for the purpose of preparation of bills of quantities and estimating. The course will focus on the application of the principles of measurement and quantification of infrastructure and high rise and more complex construction works. | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester And Year Offered | Semester 4, Year 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | | | | | | | | | Student Learning Time (SLT) (hours) | | | | | | | | | | | | | | | |
| Face to face Learning | | Lecturer Centred | | Lecture | | | | | 28 | | | | | | | | 98 | | | | | | | |
| Student Centred | | Practical/Lab/Tutorial | | | | | 42 | | | | | | | |
| Student Centred Activities | | | | | 28 | | | | | | | |
| Others | | | | | | |  | | | | | | | |
| Self Learning | | Non Face to Face or Student Centred Learning (SCL) such as manual, assignment, module, e-learning, etc. | | | | | | | 22 | | | | | | | | 52 | | | | | | | |
| Revision | | | | | | | 20 | | | | | | | |
| Assessment Preparation | | | | | | | 10 | | | | | | | |
| Others | | | | | | |  | | | | | | | |
| Formal Assessment | | Continuous Assessment | | | | | | | 10 | | | | | | | | 10 | | | | | | | |
| Final Examination | | | | | | |  | | | | | | | |
| Others | | | | | | |  | | | | | | | |
| **Total SLT** | | | | | | | | | | | | | | | | | **160** | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Credit Value | 4 credit hours (2 + 2 credit hours others\*)  \*others – consist of 28 lecture hours + 42 hours tutorial + 28 hours SCA.  Total contact hours = 98 hours | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pre-Requisite | None | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-  CO1: Apply the concept and principles of measurement and quantification of infrastructure and large building works as stipulated in the current SMM used in Malaysia.  CO2: Illustrate the principles of measurement of infrastructure and large building works as stipulated in current SMM.  CO3: Measure the infrastructure and large building works based on the related sections in the current SMM.  CO4: Manipulate the computer aided measurement software for measurement of infrastructure and large building works.  CO5: Work effectively in a team. | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Skills Transfer | **Skills Developed** | | | **Method Of Assessment** | | | | | | | | **Form of Assessment** | | | | | | | | | | | | | |
| Reading Academic Text | | | Note-Making, (PR),FE | | | | | | | | Individual | | | | | | | | | | | | | |
| Communication | | | Impromptu speech, Group Discussion | | | | | | | | Individual & team | | | | | | | | | | | | | |
| Written Discourse | | | Paragraph and Essay Writing | | | | | | | | Individual | | | | | | | | | | | | | |
| MyLine Search Materials | | | MyLine Self Access | | | | | | | | Individual | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | | | **Assessment Strategy** | | | | | | | | | | | | | | | | | | | | | |
| Lecture | | | Library visit, Free Topic Discussion | | | | | | | | | | | | | | | | | | | | | |
| Tutorial/SCL/Active learning | | | Impromptu Speech, | | | | | | | | | | | | | | | | | | | | | |
| Final Project | | | Submission of Project work | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Synopsis | The aim of the course is to equip the students with the knowledge and skills of measurement and quantification of building works to complement the needs of the profession. This course will further develop the knowledge, understanding and the skill of measurement of construction works according to the current SMM for Building Works for the purpose of preparation of bills of quantities and estimating. The course will focus on the application of the principles of measurement and quantification of infrastructure and high rise and more complex construction works. | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Delivery Mode | Face to face in classroom and Self –Directed Learning. | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Type And Assessment Method | Assessment consist of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by lecture and discussion, practice exercises, independent study and group project. Final examination is done formally at the end of the semester, organized by Examination Unit or Committee. The distribution of course work marks are as follows:-   |  |  | | --- | --- | | **Course Work:-**  Studio Works  Project  Test  Quiz | **40%**  10%  5%  20%  5% | | **Final Examination** | **60%** | | **Total** | **100%** |   Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’. | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | | | | | | | | | **CO1** | | | | **CO2** | | | **CO3** | | | | **CO4** | | | **CO5** | |
| External works | | | | | | | | | ✓ | | | |  | | |  | | | |  | | |  | |
| Hard and soft landscape work | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | | ✓ | |
| Introduction to the CESMM | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | | ✓ | |
| Earthwork and bulk excavations | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | | ✓ | |
| Basement and retaining structures | | | | | | | | | ✓ | | | | ✓ | | |  | | | | ✓ | | | ✓ | |
| Renovation and demolition works | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | |  | |
| Other Civil Engineering Works | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | |  | |
| M & E Installation | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | |  | |
| Specification, Preliminaries, Prime cost and Provisional sum | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | |  | |
| Application of the computer-aided measurement software | | | | | | | | | ✓ | | | |  | | |  | | | | ✓ | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | | | | **PO1** | **PO2** | **PO3** | **PO4** | | | **PO5** | | | | **PO6** | | | | **PO7** | | | **PO8** | | | **PO9** |
| External works | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Hard and soft landscape work | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Introduction to the CESMM | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Earthwork and bulk excavations | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Basement and retaining structures | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Renovation and demolition works | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Other Civil Engineering Works | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| M & E Installation | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Specification, Preliminaries, Prime cost and Provisional sum | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
| Application of the computer-aided measurement software | | | | ✓ |  |  | ✓ | | |  | | | |  | | | | ✓ | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Course Content and SLT  K: Lecture  T: Tutorial  SCA: Student Centred Activities  A: Assessment  PK: Self Learning  M: Week of Study | **M** | **TAJUK** | | | | | | | **K** | | | | **T/L SCA** | | | **A** | | | | **PK** | | | **SLT** | | |
| 1-3 | 1. External works    1. Surface drainage    2. Roads and car parks    3. Turfing    4. Fencing | | | | | | | 2 | | | | 4 | | | 1 | | | | 4 | | | 11 | | |
| 4 | 2.0 Hard and soft lanscape work | | | | | | | 2 | | | | 6 | | | 1 | | | | 4 | | | 13 | | |
| 5 | 3.0 Introduction to the CESMM | | | | | | | 2 | | | | 7 | | | 1 | | | | 5 | | | 15 | | |
| 6 | 4.0 Earthwork and bulk excavations | | | | | | | 4 | | | | 7 | | | 1 | | | | 5 | | | 17 | | |
| 7 | 5.0 Basement and retaining structures | | | | | | | 4 | | | | 7 | | | 1 | | | | 5 | | | 17 | | |
| 8-9 | 6.0 Renovation and demolition works | | | | | | | 2 | | | | 7 | | | 1 | | | | 5 | | | 15 | | |
| 10-11 | 1. Other Civil Engineering Works    1. Precast and prestrassted concrete works    2. Steel structures    3. Industrialized Building System | | | | | | | 4 | | | | 9 | | | 1 | | | | 6 | | | 20 | | |
| 12-13 | 1. M & E Installation    1. Electrical installation    2. Air-conditioning and other M & E Installation | | | | | | | 4 | | | | 9 | | | 1 | | | | 6 | | | 20 | | |
| 14 | 1. Specification, Preliminaries, Prime cost and Provisional sum | | | | | | | 2 | | | | 7 | | | 1 | | | | 6 | | | 16 | | |
| 15 | 1. Application of the computer-aided measurement software | | | | | | | 2 | | | | 7 | | | 1 | | | | 6 | | | 16 | | |
|  | Final Examination | | | | | | |  | | | |  | | |  | | | |  | | |  | | |
|  | **TOTAL** | | | | | | | 28 | | | | 70 | | | 10 | | | | 52 | | | 160 | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | References | 1. Seeley, I.V. and Roger Winfield (2004). Building Quantities Explained (5th Edition). London: Macmillan Press Ltd. 2. Ahamad Abdullah & Khairuddin Abd. Rashid (2003). Pengukuran Kuantiti Bangunan. Pearson Prentice Hall. 3. The Institution of Surveyors Malaysia (2000). Standard Method of Measurement Second Edition (SMM2). Malaysia: Winston Enterprise. 4. The Institution of Surveyors Malaysia (2000). Standard Method of Measurement Second Edition (SMM2)- Practice Manual. Malaysia: Winston Enterprise. 5. Rosli Abdul Rashid (1987). Pengenalan Kepada Ukur Kuantiti Binaan 1. Johor Bahru: Pusat Sumber FAB, UTM. 6. Willis C. J. Newman, D (2001). Elements of Quantity Surveying. London BSP Professional. | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Additional Information | None | | | | | | | | | | | | | | | | | | | | | | | | |

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| 1 | Course Name | **COST ESTIMATING** | | | | |
| 2 | Course Code | DDPQ 2333 | | | | |
| 3 | Name Of Academic Staff | NAME : WAN MUHAMMAD AISAMUDDIN BIN WAN ISMAIL  QUALIFICATION : BACHELOR OF QUANTITY SURVEYING (HONS.)  UNIVERSITY : MARA UNIVERSITY OF TECHNOLOGY (UiTM)  YEAR : 2013 | | | | |
| 4 | Rationale Course Included In This Course | The aim of this course is to develop students’ knowledge and understanding on the principles, techniques and systematic procedures of preparing cost estimates and building up rates. This course is designed to provide students with the knowledge and skills in preparing cost estimates for simple buildings and basic civil engineering works based on the various methods and techniques and to build up rates. | | | | |
| 5 | Semester And Year Offered | Semester 4, Year 2 | | | | |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | | | Student Learning Time (SLT) (hours) | |
| Face to face Learning | Lecturer Centred | Lecture | 28 | 56 |
| Student Centred | Practical/Lab/Tutorial | 14 |
| Student Centred Activities | 14 |
| Others |  |
| Others | |  |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) | My Line Self Access | 30.5 | 59.5 |
| Project work |  |
| Others |  |
| Revision ( 11 hours lecture x2) | | 22 |
| Assessment Preparation (1 hour x 2 ) | | 7 |
| Others | |  |
| Formal Assessment | Continuous Assessment | Impromptu speech assessment ( 7 min x 35 students) |  | 4.5 |
| Group Discussion assessment (30 mins x 7groups of 5 ) | 2 |
| Paragraph writing assessment |  |
| Final Examination | | 2.5 |
| Others | |  |
| **Total SLT** | | | | **120** |
|  | | | | |
| 7 | Credit Value | 3 credit hours (1 + 2 credit hours others\*)  \*others – consist of 28 lecture hours + 28 hours tutorial / SCA.  Total contact hours = 56 hours | | | | |
| 8 | Pre-Requisite | DDPQ 2323 | | | | |

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| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-  CO1: Apply appropriate cost data in estimating construction costs based on different methods and techniques.  CO2: Prepare build-up rates for the various items of work.  CO3: Construct reliable cost estimates using different methods and techniques.  CO4: Display the ability to seek information from various sources.  CO5: Construct and communicate ideas clearly and logically in spoken and written form. | | |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Reading Academic Text | Note-Making, (PR),FE | Individual |
| Communication | Impromptu speech, Group Discussion | Individual & team |
| Written Discourse | Paragraph and Essay Writing | Individual |
| MyLine Search Materials | MyLine Self Access | Individual |
|  | | |
| 11 | Teaching-Learning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** | |
| Lecture | Library visit, Free Topic Discussion | |
| Tutorial/SCL/Active learning | Group presentation, Quiz, Assignment Presentation | |
| Final Project | Project Presentation | |
|  | | |
| 12 | Synopsis | The aim of this course is to develop students’ knowledge and understanding on the principles, techniques and systematic procedures of preparing cost estimates and building up rates. This course is designed to provide students with the knowledge and skills in preparing cost estimates for simple buildings and basic civil engineering works based on the various methods and techniques and to build up rates. By identifying the factors that influence the cost, the students will be able to determine the appropriate coast data and its sources to be applied in the estimates while enhancing the accuracy and reliability of these methods and techniques. | | |
| 13 | Delivery Mode | Face to face in classroom and Self –Directed Learning. | | |
| 14 | Type And Assessment Method | Assessment consists of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by lecture and discussion, practice exercises, independent study and group project. Final examination is done formally at the end of the semester, organized by Examination Unit or Committee. The distribution of course work marks are as follows:-   |  |  | | --- | --- | | **Course Work:-**  Test  Tutorial & Quiz  Final Project | **40%**  20%  10%  10% | | **Final Examination** | **60%** | | **Total** | **100%** |   Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’. | | |

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| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | | | | **CO1** | | **CO2** | | | **CO3** | | **CO4** | | | | **CO5** | |
| Introduction | | | | ✓ | | ✓ | | | ✓ | | ✓ | | | | ✓ | |
| Build-up Rates and Pricing | | | | ✓ | | ✓ | | | ✓ | | ✓ | | | | ✓ | |
| Estimating Methods & Techniques | | | | ✓ | | ✓ | | | ✓ | | ✓ | | | | ✓ | |
|  | | | | | | | | | | | | | | | | |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | | **PO1** | **PO2** | | **PO3** | | | **PO4** | | **PO5** | | | | **PO6** | | |
| Introduction | | ✓ |  | |  | | |  | | ✓ | | | | ✓ | | |
| Build-up Rates and Pricing | | ✓ |  | |  | | |  | | ✓ | | | | ✓ | | |
| Estimating Methods & Techniques | | ✓ |  | |  | | |  | | ✓ | | | | ✓ | | |
|  | | | | | | | | | | | | | | | | |
| 17 | Course Content and SLT  K: Lecture  T: Tutorial  SCA: Student Centred Activities  A: Assessment  PK: Self Learning  M: Week of Study | **M** | **TAJUK** | | | | | | **K** | | **T/L SCA** | | | **A** | **PK** | | | **SLT** |
| 1-2 | **1.0 Introduction**  1.1 Concept, purpose and importance of estimating cost of building/construction projects and works.  1.2 Components of project development cost; land cost, building cost, infrastructure cost, finance cost, legal cost and administration cost.  1.3 Components of building cost-Preliminaries, sub-structure, superstructure, finishes, fittings & furnishing, engineering services, drainage, external works, prime cost sum & provisional sum. | | | | | | 4 | | 4 | | | 0.5 | 12 | | | 20.5 |
| 3-7 | **2.0 Build-up Rates and Pricing**  2.1 Rates and its constituents: labour, materials, plants & equipments, overheads & profit  2.2 Build-up rates for building elements or trades for simple building/civil engineering works including renovation and alteration  2.3 Analyzing tender rates, contract rates, pro rata/analogous rates, new/agreed rates and day work rates  2.4 Pricing construction works | | | | | | 10 | | 8 | | | 0.5 | 20 | | | 38.5 |
| 9-15 | **3.0 Estimating Methods & Techniques**  3.1 General estimating process  3.2 Single price-rate estimating methods and application (unit, superficial area, cube, storey enclosure etc.)  3.3 Approximate estimating methods and applications.  3.4 General considerations in selection of appropriate rates. | | | | | | 14 | | 16 | | | 0.5 | 28 | | | 58.5 |
|  | Final Examination | | | | | |  | |  | | | 2.5 |  | | | 2.5 |
|  | **TOTAL** | | | | | | 28 | | 28 | | | 4.5 | 59.5 | | | 120 |
|  | | | | | | | | | | | | | | | | |
| 18 | References | 1. Chartered Institure of Building (2009) Code of Estimating Practice (6th edition). London: Wiley-Blackwell 2. Brook, M. (2004) Estimating and Tendering for Construction Work (3rd Edition). Butterworths-Heinemann, London. 3. Buchan, R.D., Fleming, F.W. and Grant, F.E.K. (2003) Estimating for Builders and Quantity Surveyors (3rd Edition).Woburn,MA: Butterworth Heinemann. 4. Geddes, S. (2006) Estimating for Building and Civil Engineering Works (9th edition). Butterworths, London. 5. Smith, R.C. (1996) Estimating and Tendering for Building Works. Longman, London. | | | | | | | | | | | | | | | | |
| 19 | Additional Information | None | | | | | | | | | | | | | | | | |

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| 1 | Course Name | **PRINCIPLES OF LAW, CONTRACT & TORT** | | | | | |
| 2 | Course Code | DDPQ 2413 | | | | | |
| 3 | Name Of Academic Staff | NAME : ZAHIDAH BINTI ZAKARIA  QUALIFICATION : DEGREE OF LAW LL.B (HONS)  UNIVERSITY : UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA), MALAYSIA  YEAR : 2012 | | | | | |
| 4 | Rationale Course Included In This Course | The aim of this course is to provide students with the basic principles of law. The objectives are: one; to introduce the main principles of the Malaysian legal system, two; to elucidate certain specified principles of the law of tort, agency and sale of goods relevant to construction works and three; to instill good understanding of the principles of the law of contract. | | | | | |
| 5 | Semester And Year Offered | Semester 4, Year 2 | | | | | |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | | | Student Learning Time (SLT) (hours) | | |
| Face to face Learning | Lecturer Centred | Lecture | 42 | | 56 |
| Student Centred | Practical/Lab/Tutorial | 14 | |
| Student Centred Activities |  | |
| Others |  | |
| Others | |  | |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) | My Line Self Access | 23.5 | | 59.5 |
| Project work |  | |
| Others |  | |
| Revision ( 11 hours lecture x2) | | 29 | |
| Assessment Preparation (1 hour x 2 ) | | 7 | |
| Others | |  | |
| Formal Assessment | Continuous Assessment | Impromptu speech assessment ( 7 min x 35 students) |  | | 4.5 |
| Group Discussion assessment (30 mins x 7groups of 5 ) | 2 | |
| Paragraph writing assessment |  | |
| Final Examination | | 2.5 | |
| Others | |  | |
| **Total SLT** | | | | | **120** |
|  | | | | | |
| 7 | Credit Value | 3 credit hours (1 + 2 credit hours others\*)  \*others – consist of 42 lecture hours + 14 hours tutorial / SCA.  Total contact hours = 56 hours | | | | | |
| 8 | Pre-Requisite | None | | | | | |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-  CO1: List the basic legal principles in relation to the Malaysian legal system, Law of tort, contract, agency and sale of goods.  CO2: Apply the principles learnt in resolving legal issues.  CO3: Apply the implications from the point of law the importance of those legal principles.  CO4: Apply certain specified elements of law relevant to construction works.  CO5: Display effective communication and communicate ideas clearly and logically in spoken and  written form.  CO6: Work effectively in a team. | | | | | |
| 10 | Skills Transfer | **Skills Developed** | | **Method Of Assessment** | | **Form of Assessment** | |
| Reading Academic Text | | Note-Making, (PR),FE | | Individual | |
| Communication | | Impromptu speech, Group Discussion | | Individual & team | |
| Written Discourse | | Paragraph and Essay Writing | | Individual | |
| MyLine Search Materials | | MyLine Self Access | | Individual | |
|  | | | | | |
| 11 | Teaching-Learning and Assessment Strategy | **Teaching & Learning** | | **Assessment Strategy** | | | |
| Lecture | | Library visit, Free Topic Discussion | | | |
| Tutorial/SCL/Active learning | | Group presentation, Quiz, Assignment Presentation | | | |
| Final Project | | Project Presentation | | | |
|  | | | | | |
| 12 | Synopsis | The aim of this course is to provide students with the basic principles of law. The objectives are: one; to introduce the main principles of the Malaysian legal system, two; to elucidate certain specified principles of the law of tort, agency and sale of goods relevant to construction works and three; to instill good understanding of the principles of the law of contract. This course is divided into five parts namely: The Malaysian legal system, law of tort, contract, agency and sale of goods. The course also provides the environment to develop students’ ability to ideas clearly and logically in spoken and written forms. | | | | | |
| 13 | Delivery Mode | Face to face in classroom and Self –Directed Learning. | | | | | |
| 14 | Type And Assessment Method | Assessment consist of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by lecture and discussion, practice exercises, independent study and group project. Final examination is done formally at the end of the semester, organized by Examination Unit or Committee. The distribution of course work marks are as follows:-   |  |  | | --- | --- | | **Course Work:-**  Test  Tutorial & Quiz  Final Project | **40%**  20%  10%  10% | | **Final Examination** | **60%** | | **Total** | **100%** |   Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’. | | | | | |

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| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | | | | **CO1** | | **CO2** | | | **CO3** | | | **CO4** | | | **CO5** | | **CO6** | |
| Malaysian Legal System | | | | ✓ | | ✓ | | | ✓ | | | ✓ | | | ✓ | |  | |
| Law of Tort | | | | ✓ | | ✓ | | | ✓ | | | ✓ | | | ✓ | | ✓ | |
| Law of Contract | | | | ✓ | | ✓ | | | ✓ | | | ✓ | | | ✓ | | ✓ | |
| Law of Agencies | | | | ✓ | | ✓ | | | ✓ | | | ✓ | | | ✓ | | ✓ | |
| Law of Sale of Goods | | | | ✓ | | ✓ | | | ✓ | | | ✓ | | | ✓ | | ✓ | |
|  | | | | | | | | | | | | | | | | | | |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | | **PO1** | **PO2** | | **PO3** | | | **PO4** | | | **PO5** | | | **PO6** | | | | **PO7** |
| Malaysian Legal System | | ✓ |  | |  | | |  | | | ✓ | | | ✓ | | | |  |
| Law of Tort | | ✓ |  | |  | | |  | | | ✓ | | | ✓ | | | |  |
| Law of Contract | | ✓ |  | |  | | |  | | | ✓ | | | ✓ | | | |  |
| Law of Agencies | | ✓ |  | |  | | |  | | | ✓ | | | ✓ | | | |  |
| Law of Sale of Goods | | ✓ |  | |  | | |  | | | ✓ | | | ✓ | | | |  |
| Malaysian Legal System | | ✓ |  | |  | | |  | | | ✓ | | | ✓ | | | |  |
|  | | | | | | | | | | | | | | | | | | |
| 17 | Course Content and SLT  K: Lecture  T: Tutorial  SCA: Student Centred Activities  A: Assessment  PK: Self Learning  M: Week of Study | **M** | **TAJUK** | | | | | | **K** | | | **T/L SCA** | | | **A** | | | **PK** | | **SLT** |
| 1-3 | **1.0 Malaysian Legal System**  1.1 Classification of law (private, public and international law)  1.2 Federal Constitution as the basis of Malaysian law  1.3 Government system (Federal system, powers of Federal and State Governments)  1.4 Sources of law (written and unwritten sources)  1.5 Law making procedures in Parliament and State Legislative Assemblies  1.6 Courts’ system (structure, hierarchy, jurisdictions, doctrine of binding precedence and law reports) | | | | | | 7 | | | 3 | | | 0.5 | | | 3.5 | | 12 |
| 4-5 | **2.0 Law of Tort**  2.1 Nuisance  2.2 Trespass  2.3 Occupier’s liability  2.4 Negligent  2.5 Ryland v Fletcher  2.6 Defenses | | | | | | 7 | | | 3 | | | 0.5 | | | 8 | | 16.5 |
| 6-7 | **3.0 Law of Contract**  3.1 Definition of contract and sources of law of contract in Malaysia  3.2 Formation of contract: offer and acceptance, communication of offer, acceptance and revocation  3.3 Elements of valid and enforceable contract. | | | | | | 7 | | | 2 | | | 0.5 | | | 8 | | 20.5 |
| 9-10 | **3.0 Law of Contract (cont’d)**  3.4 Void and voidable contract  3.5 Discharge of contract  3.7 Remedies for breach of contract | | | | | | 7 | | | 2 | | |  | | | 12 | | 20 |
| 11-13 | **4.0 Law of Agencies**  4.1 Sources of law of agency  4.2 Formation of contract of agency  4.3 Duties of principal and agent  4.4 Termination of contract of agency | | | | | | 7 | | | 2 | | | 0.5 | | | 14 | | 26.5 |
| 14-15 | **5.0 Law of Sale of Goods**  5.1 Sources of law of sale of goods  5.2 Definition of goods and contract of sale of  goods  5.3 Performance of contract of sale of goods  5.4 Payment of price and transfer of title | | | | | | 7 | | | 2 | | |  | | | 14 | | 22 |
|  | Final Examination | | | | | |  | | |  | | | 2.5 | | |  | | 2.5 |
|  | **TOTAL** | | | | | | 42 | | | 14 | | | 4.5 | | | 59.5 | | 120 |
|  | | | | | | | | | | | | | | | | | | |
| 18 | References | 1. Wan Arfah Hamzah (2009). A first look at Malaysian Legal System. Kuala Lumpur: Oxford Fajar. 2. Abdul Aziz Hussin (2000). Aspek Undang-undang Tort dalam Projek Pembinaan. Pulau Pinang: USM 3. Beatrix Vohrah and Wu Min Aun (2003). The Commercial Law of Malaysia (2nd edition). Petaling Jaya: Longman 4. Catherine Elliot & Frances Quinn (2007). Tort Law (6th Edition). Harlow, England: Pearson. 5. Halbury’s Laws of Malaysia (2002). Malayis Law Journal 6. Syed Ahmad Syed A.Alsagoff (2003). Principles of Law of Contract in Malaysia. Kuala Lumpur: Malayan Law Journal. 7. Visu Sinndurai (2003). Law of Contract. Kuala Lumpur: LexisNexis Butterworths. 8. Wan Azlan Ahmad & Mohsin Hingun (1998). Principles of Law of Tort in Malaysia. Kuala Lumpur: Malayan Law Journal. 9. Wu Min Aun (2005). The Malaysian Legal System (3rd Edition). Petaling Jaya: Pearson Longman. 10. Saleha Sa’adon (2008). Undang-undang Tort dalam Industri Binaan di Malaysia. Kuala Lumpur: Dewan Bahasa dan Pustaka. | | | | | | | | | | | | | | | | | | |
| 19 | Additional Information | None | | | | | | | | | | | | | | | | | | |

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| 1 | Course Name | | **PROFESSIONAL PRACTICE II** | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Course Code | | DDPQ 2523 | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name Of Academic Staff | | NAME : MOHD HAFIZULLAH BIN ZAKARIA  QUALIFICATION : IJAZAH SARJANA MUDA UKUR BAHAN  UNIVERSITY : UiTM, MALAYSIA  YEAR : 2008 | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rationale Course Included In This Course | | This course introduces students to the process and procedures at pre and post contract stage and develops their knowledge and understanding of the terms and conditions contain in standard forms of construction contract. It further enhances students’ skills, competencies and ethical and professional values in interpreting the terms and conditions into administrative process and procedures. | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester And Year Offered | | Semester 4, Year 2 | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Total Student Learning Time (SLT) | | Teaching And Learning Activities | | | | | | | | | | | Student Learning Time (SLT) (hours) | | | | | | | | | | | |
| Face to face Learning | | | Lecturer Centred | | | Lecture | | | | | 28 | | | | | | 56 | | | | | |
| Student Centred | | | Practical/Lab/Tutorial | | | | | 14 | | | | | |
| Student Centred Activities | | | | | 14 | | | | | |
| Others | | | | |  | | | | | |
| Others | | | | | | | |  | | | | | |
| Self Learning | | | Non Face to Face or Student Centred Learning (SCL) | | | My Line Self Access | | | | | 23.5 | | | | | | 59.5 | | | | | |
| Project work | | | | |  | | | | | |
| Others | | | | |  | | | | | |
| Revision ( 11 hours lecture x2) | | | | | | | | 29 | | | | | |
| Assessment Preparation (1 hour x 2 ) | | | | | | | | 7 | | | | | |
| Others | | | | | | | |  | | | | | |
| Formal Assessment | | | Continuous Assessment | | | Impromptu speech assessment ( 7 min x 35 students) | | | | |  | | | | | | 4.5 | | | | | |
| Group Discussion assessment (30 mins x 7groups of 5 ) | | | | | 2 | | | | | |
| Paragraph writing assessment | | | | |  | | | | | |
| Final Examination | | | | | | | | 2.5 | | | | | |
| Others | | | | | | | |  | | | | | |
| **Total SLT** | | | | | | | | | | | | | | | | | **120** | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Credit Value | | 3 credit hours (1 + 2 credit hours others\*)  \*others – consist of 28 lecture hours + 28 hours tutorial / SCA.  Total contact hours = 56 hours | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pre-Requisite | | DDPQ 1512 | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Course Outcome (CO) | | By the end of the course, students should be able to:-  CO1: Classify the types and forms of tender and contract documentation and their relationship with the contracting systems.  CO2: Prepare the tender and contract documents, interim valuation, valuation of variation and the  major post contract work.  CO3: Organize the process and procedure for determination of the contractor’s employment.  CO4: Demonstrate ethics values and responsible towards others. | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Skills Transfer | | **Skills Developed** | | | | **Method Of Assessment** | | | | | | | | | **Form of Assessment** | | | | | | | | | |
| Reading Academic Text | | | | Note-Making, (PR),FE | | | | | | | | | Individual | | | | | | | | | |
| Communication | | | | Impromptu speech, Group Discussion | | | | | | | | | Individual & team | | | | | | | | | |
| Written Discourse | | | | Paragraph and Essay Writing | | | | | | | | | Individual | | | | | | | | | |
| MyLine Search Materials | | | | MyLine Self Access | | | | | | | | | Individual | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Teaching-Learning and Assessment Strategy | | **Teaching & Learning** | | | | **Assessment Strategy** | | | | | | | | | | | | | | | | | | |
| Lecture | | | | Library visit, Free Topic Discussion | | | | | | | | | | | | | | | | | | |
| Tutorial/SCL/Active learning | | | | Group presentation, Quiz, Assignment Presentation | | | | | | | | | | | | | | | | | | |
| Final Project | | | | Project Presentation | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Synopsis | | This course introduces students to the process and procedures at pre and post contract stage and develops their knowledge and understanding of the terms and conditions contain in standard forms of construction contract. It further enhances students’ skills, competencies and ethical and professional values in interpreting the terms and conditions into administrative process and procedures. The course consists of two main parts: part one relates to pre-contract processes that include tendering, documentation, procurement system and contract documents; part two covers works related to post contract administration. This course covers quantity surveying practices based on standard forms of contract currently applicable in Malaysian construction industry with more emphasis to the PWD and PAM Standard Form of Contract. | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Delivery Mode | | Face to face in classroom and Self –Directed Learning. | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Type And Assessment Method | | Assessment consists of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by lecture and discussion, practice exercises, independent study and group project. Final examination is done formally at the end of the semester, organized by Examination Unit or Committee. The distribution of course work marks are as follows:-   |  |  | | --- | --- | | **Course Work:-**  Test  Tutorial  Quiz  Final Project | **40%**  20%  10%  10%  10% | | **Final Examination** | **60%** | | **Total** | **100%** |   Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’. | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Course Outcome – Topic Mapping | | **Topics of The Course** | | | | | | | | | | | **CO1** | | | | **CO2** | | | **CO3** | | | | **CO4** |
| Client’s requirement | | | | | | | | | | | ✓ | | | |  | | |  | | | |  |
| Concept of tender | | | | | | | | | | | ✓ | | | | ✓ | | |  | | | | ✓ |
| Insurances and Bank Guarantee | | | | | | | | | | | ✓ | | | | ✓ | | |  | | | | ✓ |
| Certificate and payments | | | | | | | | | | | ✓ | | | | ✓ | | |  | | | | ✓ |
| Determination of Contractor’s Employment | | | | | | | | | | | ✓ | | | | ✓ | | | ✓ | | | | ✓ |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | Programme Outcome – Topic Mapping | | **Topics of The Course** | | | | **PO1** | | **PO2** | **PO3** | | **PO4** | | | | **PO5** | | | **PO6** | | | **PO7** | | |
| Client’s requirement | | | | ✓ | | ✓ |  | |  | | | |  | | |  | | |  | | |
| Concept of tender | | | | ✓ | | ✓ |  | |  | | | |  | | |  | | |  | | |
| Insurances and Bank Guarantee | | | |  | |  |  | |  | | | |  | | |  | | |  | | |
| Certificate and payments | | | |  | |  |  | |  | | | |  | | |  | | |  | | |
| Determination of Contractor’s Employment | | | |  | |  | ✓ | |  | | | |  | | |  | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 17 | | Course Content and SLT  K: Lecture  T: Tutorial  SCA: Student Centred Activities  A: Assessment  PK: Self Learning  M: Week of Study | | **M** | **TAJUK** | | | | | | | **K** | | | **T/L SCA** | | | | **A** | | | **PK** | | **SLT** | |
| 1-2 | **1.0 Client’s Requirement**  1.1 Client brief  1.2 Pre-qualification of contractor  1.3 Preliminary estimate of projects | | | | | | | 4 | | | 4 | | | | 0.5 | | | 3.5 | | 12 | |
| 3 | **2.0** **Concept of Tender**  2.1 Definition of tender  2.2 Types of tenders  2.3 Preparation of tender | | | | | | | 4 | | | 4 | | | | 0.5 | | | 8 | | 16.5 | |
| 4-5 | **3.0 Insurances and Bank Guarantee**  3.1 Insurances and guarantees  3.2 Bonds and retention  3.3 Collateral warranty | | | | | | | 6 | | | 6 | | | | 0.5 | | | 8 | | 20.5 | |
| 6-7 | **4.0 Certificates and Payments**  4.1 Types of certificates  4.2 Types of payments  4.3 Valuation of progress of works | | | | | | | 4 | | | 4 | | | |  | | | 12 | | 20 | |
| 9-11 | **4.0 Certificates and Payments (cont’d)**  4.4 Valuation of progress of works  4.5 Valuation of variation works  4.6 Preparation of final account  4.7 Claims | | | | | | | 6 | | | 6 | | | | 0.5 | | | 14 | | 26.5 | |
| 12-15 | **5.0 Determination of Contractor’s Employment**  5.1 Administrative procedures for determination  5.2 Valuation of works done upon determination | | | | | | | 4 | | | 4 | | | |  | | | 14 | | 22 | |
|  | Final Examination | | | | | | |  | | |  | | | | 2.5 | | |  | | 2.5 | |
|  | **TOTAL** | | | | | | | 28 | | | 28 | | | | 4.5 | | | 59.5 | | 120 | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 18 | | References | | 1. Allan Ashworth, Keith Hogg (2007). Willis’s Practice and Procedure for the Quantity Surveyor, Oxford: Blackwell Publishing Ltd. 2. C.J. Willis’. A. Ashworth & J.A. Willis, (2001). Practice and Procedure for the Quantity Surveyor, Oxford: Blackwell Publishing Ltd. 3. Cartlidge, Duncan. New Aspects of Quantity Surveying Practice. CIOB, 2002. 4. Duncan, Cartlidge (2006) New Aspects of Quantity Surveying Practice, london: Spon Press. 5. Duncan Cartlidge (2009) Quantity Surveyors’s Pocket Book, Oxford: Butterworth-Heinemann. 6. Harban Singh KS (2005) Engineering and Construction Contract Management: Law and Principles, Singapore: LexisNexis. 7. Harban Singh KS (2005). Engineering and Construction Contract Management: Pre-Contract Award Practice, Singapore: lexisNexis. 8. Harban Singh KS (2005) Engineering and Construction Contract Management: Commencement and Administration. Singapore: LexisNexis. 9. Harban Singh KS (2005) Engineering and Construction Contract Management: Post-Commencement Practice. Singapore: LexisNexis. 10. Nor Ainah Abdullah (2001). Pengenalan Undang-undang Kontrak Binaan, Shah Alam: UPENA UiTM. 11. Registration of Quantity Surveyor’s Act 1967, Kuala Lumpur: Percetakan Negara 12. Sandra Lee, William Trench and Andrew Willis (2005). Willis’s Elements of Quantity Surveying, Oxford: Blackwell Publishing Ltd. 13. Uzairi Hj. Saidin (1988). Aturcara Kontrak dan Taksiran. Petaling Jaya:IBS | | | | | | | | | | | | | | | | | | | | | |
| 19 | | Additional Information | | None | | | | | | | | | | | | | | | | | | | | | |

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| 1 | Course Name | **ENGLISH FOR PROFESSIONAL COMMUNICATION** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Course Code | ULAB 2032 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name Of Academic Staff | NAME : SHARMIN ALAM  QUALIFICATION : MASTER OF ARTS  UNIVERSITY : DHAKA UNIVERSITY  YEAR : 1984  QUALIFICATION : BACHELOR OF ARTS  UNIVERSITY : DHAKA UNIVERSITY  YEAR : 1981 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rationale Course Included In This Course | This course is task-based and its activities will focus on preparing students for a job and exposing them to workplace communication. Students will be taught job-hunting skills in search of relevant job vacancies found in various media. Group discussions on job searching and participation in online forums will give students the required practice in oral communication. They will also be trained to write resumes and job application letters, apart from preparing for and attending job interviews. In addition students will be exposed to workplace communication such as e-mailing, memo writing, and memo-report comprehension and data analysis. Ample input and practice will be given to train students to comprehend memo-reports effectively and use specific registers in describing trends and relationships. By the end of this course, students will be equipped with skills relevant for their future professional needs. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester And Year Offered | Semester 4, Year 2 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | | | | | | | | | | | | Student Learning Time (SLT) (hours) | | | | | | | | | | | | | | |
| Face to face Learning | | Lecturer Centered | | Lecture | | | | | | | |  | | | | | | | | 28  28 | | | | | | |
| Student Centered | | Searching and managing library | | | | | | | |  | | | | | | | |
| Online information, group discussion | | | | | | | |  | | | | | | | |
| Others | | | | | | | |  | | | | | | | |
| Others | | | | | | | | | |  | | | | | | | |
| Self Learning | | Non Face to Face or Student Centered Learning (SCL) | |  | | | | | | | |  | | | | | | | | 15.75  4  2.15 | | | | | | |
| Information search | | | | | | | |  | | | | | | | |
| Library search | | | | | | | |  | | | | | | | |
| Group discussion | | | | | | | |  | | | | | | | |
|  | | | | | | | |  | | | | | | | |
| Others | | | | | | | |  | | | | | | | |
| Revision | | | | | | | | | |  | | | | | | | |
| Assessment Preparation | | | | | | | | | |  | | | | | | | |
| Others | | | | | | | | | |  | | | | | | | |
| Formal Assessment | | Continuous Assessment | | Job Interview | | | | | | | |  | | | | | | | | 0.15  2 | | | | | | |
|  | | | | | | | |  | | | | | | | |
|  | | | | | | | |  | | | | | | | |
| Final Examination | | | | | | | | | |  | | | | | | | |
| Others | | | | | | | | | |  | | | | | | | |
| **Total SLT** | | | | | | | | | | | | | | | | | | | | **80** | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Credit Value | 2 credit hours (2 credit hours lecture + 1.5 credit hour others\*)  2 contact hours for lecture x 14 weeks = 28 hours  2 contact hours for others\* x 14 week = 28 hours  Total contact hours = 56 hours  \*Others – consist of. tutorial | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pre-Requisite | ULAB 1012 ( English Proficiency)  ULAB 1022 ( English for Academic Study) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Course Outcome (CO) | After completing the course, students should be able to:-  CO1: Write a resume and a job application letter using appropriate language, format , and conventions.  CO2: Write a memo and email using language, format and conventions  CO3: Respond appropriately in an interview and group discussions  CO4: Identify key information in memo reports  CO5: Apply specific registers in describing trends using appropriate registers, format , and language. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Skills Transfer | **Skills Developed** | | | | | **Method Of Assessment** | | | | | | | | | | **Form of Assessment** | | | | | | | | | | | |
| Information Search | | | | | Resume | | | | | | | | | | Individual | | | | | | | | | | | |
| Library search | | | | | Letter of Application | | | | | | | | | | Individual & team | | | | | | | | | | | |
| Group Discussion | | | | | Job Interview | | | | | | | | | | Teamwork | | | | | | | | | | | |
| Communicate, E-mailing,Memo Writing | | | | | E-Mail, ( Memo ) Final Exam | | | | | | | | | | Individual | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | | | | | | **Assessment Strategy** | | | | | | | | | | | | | | | | | | | | |
| Lecture | | | | | | Resume, Letter of Application, Group Discussion | | | | | | | | | | | | | | | | | | | | |
| Tutorial/SCL/Active learning | | | | | | Job Interview | | | | | | | | | | | | | | | | | | | | |
| Final Project | | | | | | Submission of Project work | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Synopsis | This course is task based and its activities will focus on preparing students for a job and exposing them to workplace communication. Students will be taught job hunting skills in search and participation un online forums will give students the required practice in oral communication. They will also be trained to write resumes and job application letters, apart from preparing for and attending job interviews. In addition, students will be exposed to workplace communication such as e-mailing, memo writing, and memo-report comprehension and data analysis. Ample input and practice will be given to train students to comprehended memo-reports effectively and use specific registers in describing trends and relationships. By the end of the course, students will be equipped with skills relevant for future professional needs. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Delivery Mode | Lectures, Discussions, Indepent Study and Group Project. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Type And Assessment Method | Assessment consists of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by lecture and discussion, practice exercises, independent study and group project. Final examination is done formally at the end of the semester, organized by Examination Unit or Committee. The distribution of course work marks are as follows:-   |  |  | | --- | --- | | **Course Work:-**  Job Aplicación Letter  Resume  Job Interview  E-mail ( memo)  Group Discussion | **40%**  5%  10%  10%  5%  10% | | **Final Examination** | **60%** | | **Total** | **100%** |   Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | | | | | | | | | | | | | **CO1** | | | | **CO2** | | | | **CO3** | | | **CO4** | | |
| Introduction to the course outline and course evaluation | | | | | | | | | | | | | ✓ | | | |  | | | |  | | |  | | |
| Talk by Human Research Manager | | | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | |  | | |
| Input on Resume Writing | | | | | | | | | | | | | ✓ | | | |  | | | |  | | |  | | |
| Input on Writing Job Application Letter | | | | | | | | | | | | | ✓ | | | |  | | | |  | | |  | | |
| Input on Job Interview | | | | | | | | | | | | | ✓ | | | |  | | | | ✓ | | |  | | |
| Input on memo writing and e-mailing | | | | | | | | | | | | | ✓ | | | |  | | | |  | | | ✓ | | |
| Types of Informative and Memo Report | | | | | | | | | | | | | ✓ | | | |  | | | |  | | | ✓ | | |
| Practice on report Comprehension | | | | | | | | | | | | | ✓ | | | |  | | | |  | | |  | | |
| Field Trip to Job Fair | | | | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Revision week | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | | | **PO1** | | | | **PO2** | **PO3** | **PO4** | **PO5** | | | **PO6** | | | **PO7** | | | **PO8** | | | | **PO9** | | | **PO 10** |
| Introduction to the course outline and course evaluation | | | ✓ | | | |  |  |  |  | | |  | | |  | | | ✓ | | | |  | | |  |
| Talk by Human Research Manager | | | ✓ | | | |  |  |  |  | | | ✓ | | | ✓ | | |  | | | |  | | |  |
| Input On Resume Writing | | | ✓ | | | | ✓ |  |  |  | | |  | | |  | | | ✓ | | | |  | | |  |
| Input On Job Application Letter | | | ✓ | | | | ✓ |  |  | ✓ | | |  | | |  | | |  | | | |  | | |  |
| Input On Job Interview | | | ✓ | | | | ✓ |  | ✓ |  | | | ✓ | | |  | | |  | | | |  | | |  |
| Input on memo writing e-mailing | | | ✓ | | | |  |  |  | ✓ | | |  | | |  | | | ✓ | | | |  | | |  |
| Types of informative Memo Report | | | ✓ | | | |  |  |  |  | | |  | | |  | | |  | | | |  | | |  |
| Practice on report comprehension | | | ✓ | | | |  |  |  |  | | |  | | |  | | |  | | | |  | | |  |
| Field trip to Job fair | | | ✓ | | | | ✓ |  |  | ✓ | | |  | | |  | | | ✓ | | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Course Content and SLT  K: Lecture  T: Tutorial  L: Laboratory  A: Assessment  PK: Self Learning  M: Week of Study | **M** | **TAJUK** | | | | | | | | | | **K** | | | **T/L** | | | | **A** | | | | **PK** | | | **SLT** | |
| 1-2 | 1. **Briefing of Course Outline and Course Evaluation**   Input on job search   * 1. Expose the job market   2. Search for suitable positions   3. Register as potential employee in online job search portal   4. Online and library search   5. Brainstorm in group | | | | | | | | | | 2 | | | 4 | | | |  | | | | 2 | | | 8 | |
| 3-4 | 1. **Talk by Human Resource Manager**    1. Job oppurtunities    2. Job requirments    3. Job imterview tios       1. Self Evakuation       2. Strength and Weakness       3. Job discussion | | | | | | | | | | 2 | | | 2 | | | |  | | | | 2 | | | 6 | |
| 4 | 1. **Input on resume writing**    1. Language and format    2. Practice writing resume | | | | | | | | | | 2 | | | 2 | | | |  | | | | 2 | | | 6 | |
| 5 | **4 0 Input on writing job application letter**  4.1 Language and format  4.2 Practice on job application letter | | | | | | | | | | 2 | | | 2 | | | |  | | | | 2 | | | 6 | |
|  | 1. **Input on Job Interview**    1. Preparing fir the interview    2. Handling interview questions    3. Practice on job interview | | | | | | | | | | 4 | | | 4 | | | |  | | | | 1.85 | | | 9.85 | |
| 7 | Semester Break | | | | | | | | | | | | | | | | | | | | | | | |  | |
| 8-9 | **Interview** | | | | | | | | | |  | | |  | | | |  | | | |  | | |  | |
| 10 | 1. **Input on memo writing and emailing**    1. Language and format   6.2 Practice writing a memo and mailing | | | | | | | | | | 2 | | | 2 | | | |  | | | | 2 | | | 6 | |
| 11-12 | **7.0 Types of Informative Memo Report**  Format and Language  Data Analysis and Interpretation   * 1. Writing introduction   2. Describing and comparing trends   3. Showing Relationship and Predictions of future tends   4. Writing recommendation   5. Language Usage | | | | | | | | | | 4 | | | 4 | | | |  | | | | 2 | | | 10 | |
| 13-14 | **8.0 Practice on report comprehension and data analysis** | | | | | | | | | | 4 | | | 4 | | | |  | | | | 4 | | | 12 | |
| 15 | **9.0 Field trip to job fair** | | | | | | | | | | 2 | | | 2 | | | | 2.15 | | | | 2 | | | 8.15 | |
| 16-18 | **10.0 Revision week and Final Examination** | | | | | | | | | | 4 | | | 2 | | | |  | | | | 2 | | | 8 | |
|  | **TOTAL** | | | | | | | | | | 28 | | | 28 | | | | 2.15 | | | | 21.9 | | | 80 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | References | 1. Nor Azri Abdullah (2008) *. Communication Skills for the workplace*, Petaling Jaya: August publishing Sdn. Bhd 2. Abu Bakar, Norsiah, et.al English for Professional Communication, Malaysia: University Teknologi Malaysia,2005 3. Faizah Mohammad Nor, Ghazali Bunari, Hanita Hassan, Marzilah Abd. Aziz, Noor Mala Ibrahim ( 2007). *English for Career Search*. Petaling jaya: Prentice Hall . 4. Huckin, T.N & Olsen, L . A. ,( 1991 ) *Technical Writing and Professional Communication for* *Nonnative speakers of English*\_ International Edition, Singapore: McGraw HILL , Inc . 5. Palmer, Richard, Write in Style- A Guide to Good English, 2nd Ed. London: Routledge Falmer, No.Panggilan: PE 1128 P35 2002 C.2, 2002 . 6. Verderber, Rudolph F, AND Kthleen S.Verderber. *Communicate!* 10th Ed.Belmont: Wadsworth / Thomson Learning No.Panggilan : P 90V47 2002 C.2, 2002 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Additional Information |  | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 1 | Nama Kursus | **ETIKA PROFESIONAL**  *PROFESSIONAL ETHICS* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Kod Kursus | UHAD 2092 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Nama Staf Akademik | NAME : AZLINA OTHMAN  QUALIFICATION : B.SOCIAL SCIENCE  UNIVERSITI : USM  TAHUN BERGRAUAT : 2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Rasional kursus dimasukkan dalam program ini | Memberi pendedahan kepada pelajar mengenai kepentingan etika profesional dalam kehidupan seharian khususnya melibatkan golongan-golongan profesional sebagaimana mereka sepatutnya bertingkah laku sama ada sebagai golongan profesional mahupun sebagai ahli masyarakat. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester dan tahun ditawarkan | Semester 4, tahun 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Jumlah masa belajar pelajar (SLT)  K: Kuliah  T: Tutorial  P: Praktikal  L: Lain-lain | **Aktiviti Pengajaran dan Pembelajaran** | | | | | | | | | | | | | | | **Jam Belajar Pelajar (jam)** | | | | | | | | | | | | | | |
| Pembelajaran bersemuka | | Tumpuan Pensyarah | | Kuliah | | | | | | | | | | | 28 | | | | | | | | | | | | | | |
| Aktiviti Tumpuan Pelajar (SCA) | | Tutorial | | | | | | | | | | |
| Amali | | | | | | | | | | |
| Lain-lain | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pembelajaran Kendiri | | Pembelajaran tak bersemuka | | | | | | | | | | | | | 48 | | | | | | | | | | | | | | |
| Perbincangan kumpulan | | | | | | | | | | | | |
| Ulangkaji | | | | | | | | | | | | |
| Persediaan penilaian | | | | | | | | | | | | |
| Penilaian Formal | | Ujian | | | | | | | | | | | | | 4 | | | | | | | | | | | | | | |
| Pembentangan projek | | | | | | | | | | | | |
| Peperiksaan akhir | | | | | | | | | | | | |
| **Jumlah SLT** | | | | | | | | | | | | | | | **80** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Nilai Kredit | 2jam kredit (2jam kredit kuliah )  2jam konteks kuliah x 14 minggu = 28 jam  Jumlah jam kontak = 28 jam | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pra Syarat | Tiada | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Hasil Pembelajaran (CO) | Di akhir kursus pelajar berkebolehan untuk:  CO1: Menjelaskan secara lisan dan bertulis tentang konsep asas dan teori etika (moral) secara menyeluruh.  CO2: Mengaplikasikan konsep etika dan kaitannya dengan profesion dan golongan profesional.  CO3: Menganalisis pelbagai isu etika profesional dan menyedari tentang kepentingan etika  dalam kehidupan. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | | | | | **Kaedah Penilaian** | | | | | | | | | | | **Bentuk Penilaian** | | | | | | | | | | | | | |
| Pengukuran penguasaan bagi setiap bab. | | | | | Ujian (1&2)& Kuiz | | | | | | | | | | | Individu | | | | | | | | | | | | | |
| Komunikasi | | | | | Soal – jawab, perbincangan tugasan | | | | | | | | | | | Individu & berkumpulan | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | | | | | | **Strategi Penilaian** | | | | | | | | | | | | | | | | | | | | | | | |
| Kuliah | | | | | | Soal-jawab, latihan, tugasan, kuiz, ujian | | | | | | | | | | | | | | | | | | | | | | | |
| Projek dan Perbincangan | | | | | | Pembentangan tajuk tugasan | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Sinopsis | Perbincangan merangkumi persoalan asas tentang etika (moral), teori-teori etika; kesedaran etika; prinsip dan fungsi etika; hubungan etika dengan profesionalisme; masalah etika dalam profesion; nilai dan struktur etika profesional; obligasi memberikan perkhidmatan; obligasi terhadap klien; obligasi terhadap profesion; isu-isu etika dalam pengurusan; perubatan; kejuruteraan dan perniagaan. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Mod Penyampaian | Kuliah, perbincangan, pembentangan, dan lain-lain aktiviti tertumpukan pelajar secara bersemuka di dalam bilik kuliah atau aktiviti luar. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Jenis Dan kaedah Penilaian | Penilaian dibuat melalui Markah Kerja Kursus dan Peperiksaan Akhir.  Markah Kerja Kursus dinilai sepanjang semester melalui ujian, kuiz dan tugasan, manakala peperiksaan akhir dibuat secara formal di akhir semester dan dikendalikan oleh Unit atau Jawatankuasa Peperiksaan yang dilantik.  Pecahan markah bagi kerja kursus dan peperiksaan akhir adalah seperti berikut:-   |  |  | | --- | --- | | **MARKAH KERJA KURSUS:-**  Ujian  Kuiz  Tugasan Kumpulan | **40%**  20%  5%  15% | | **PEPERIKSAAN AKHIR** | **60%** | | **JUMLAH** | **100%** |   Kriteria prestasi penilaian summatif: Rujuk buku ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Pemetaan Kursus Kepada Hasil Pembelajaran Kursus (CO) | **Tajuk Kursus** | | | | | | | | | | | | | **CO1** | | | | | | | **CO2** | | | | | | **CO3** | | | | |
| Pengenalan Kajian Etika Profesional | | | | | | | | | | | | | ✓ | | | | | | | ✓ | | | | | | ✓ | | | | |
| Pemikiran Teori-Teori Etika | | | | | | | | | | | | | ✓ | | | | | | | ✓ | | | | | | ✓ | | | | |
| Kesedaran Etika | | | | | | | | | | | | |  | | | | | | | ✓ | | | | | | ✓ | | | | |
| Prinsip Asas Etika | | | | | | | | | | | | |  | | | | | | | ✓ | | | | | | ✓ | | | | |
| Nilai & Struktur Etika Profesional | | | | | | | | | | | | |  | | | | | | | ✓ | | | | | | ✓ | | | | |
| Obligas Memberikan Perkhidmatan | | | | | | | | | | | | | ✓ | | | | | | | ✓ | | | | | | ✓ | | | | |
| Obligasi Terhadap Klien | | | | | | | | | | | | |  | | | | | | | ✓ | | | | | | ✓ | | | | |
| Obligasi Terhadap Pihak Ketiga | | | | | | | | | | | | | ✓ | | | | | | | ✓ | | | | | | ✓ | | | | |
| Obligasi Terhadap Profesion | | | | | | | | | | | | |  | | | | | | | ✓ | | | | | | ✓ | | | | |
| Hak-Hak Golongan Profesional | | | | | | | | | | | | | ✓ | | | | | | | ✓ | | | | | | ✓ | | | | |
| Pemantauan Terhadap Golongan Profesional | | | | | | | | | | | | |  | | | | | | | ✓ | | | | | | ✓ | | | | |
| Etika Perkhidmatan Awam di Malaysia | | | | | | | | | | | | | ✓ | | | | | | | ✓ | | | | | | ✓ | | | | |
| Isu Etika Dalam Perubatan, Kejuruteraan & Undang-Undang | | | | | | | | | | | | |  | | | | | | | ✓ | | | | | | ✓ | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PO) | **Tajuk Kursus** | | | **PO1** | | | | **PO2** | **PO3** | **PO4** | **PO5** | | **PO6** | | | | | | **PO7** | | | | **PO8** | | | **PO9** | | | | **PO 10** |
| Pengenalan Kajian Etika Profesional | | | ✓ | | | | ✓ |  | ✓ | ✓ | | ✓ | | | | | |  | | | | ✓ | | |  | | | |  |
| Pemikiran Teori-Teori Etika | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | | |  | | | | ✓ | | |  | | | |  |
| Kesedaran Etika | | | ✓ | | | | ✓ |  | ✓ | ✓ | | ✓ | | | | | |  | | | | ✓ | | |  | | | |  |
| Prinsip Asas Etika | | | ✓ | | | | ✓ |  | ✓ | ✓ | | ✓ | | | | | |  | | | | ✓ | | |  | | | |  |
| Nilai & Struktur Etika Profesional | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Obligas Memberikan Perkhidmatan | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Obligasi Terhadap Klien | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Obligasi Terhadap Pihak Ketiga | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Obligasi Terhadap Profesion | | | ✓ | | | | ✓ |  | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Hak-Hak Golongan Profesional | | | ✓ | | | | ✓ |  | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Pemantauan Terhadap Golongan Profesional | | | ✓ | | | | ✓ |  | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Etika Perkhidmatan Awam di Malaysia | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
| Isu Etika Dalam Perubatan, Kejuruteraan & Undang-Undang | | | ✓ | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | | | | |  | | | | ✓ | | |  | | | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Kandungan Kursus dan SLT  K: Kuliah  T: Tutorial  L: Lain-lain  A: Penilaian  SCA: ‘Student Centred Activities’  PK: Pembelajaran kendiri  M: Minggu pembelajaran | **M** | **TAJUK** | | | | | | | | | | **K** | | | **T/L**  **SCA** | | | | | **A** | | | | **PK** | | | | **SLT** | | |
| 1 | Pengenalan Kajian Etika Profesional | | | | | | | | | | 2 | | |  | | | | |  | | | | 2 | | | | 4 | | |
| 2 | Pemikiran Teori-Teori Etika | | | | | | | | | | 2 | | |  | | | | | 1 | | | | 2 | | | | 5 | | |
| 3 | Kesedaran Etika | | | | | | | | | | 2 | | |  | | | | |  | | | | 2 | | | | 4 | | |
| 4 | Prinsip Asas Etika | | | | | | | | | | 2 | | |  | | | | |  | | | | 2 | | | | 6 | | |
| 5 | Nilai & Struktur Etika Profesional | | | | | | | | | | 2 | | |  | | | | | 1 | | | | 4 | | | | 7 | | |
| 6 | Obligas Memberikan Perkhidmatan | | | | | | | | | | 2 | | |  | | | | |  | | | | 4 | | | | 6 | | |
| 7 | Obligasi Terhadap Klien | | | | | | | | | | 2 | | |  | | | | |  | | | | 4 | | | | 6 | | |
| 8 | CUTI PERTENGAHAN SEMESTER | | | | | | | | | | 2 | | |  | | | | |  | | | | 4 | | | | 6 | | |
| 9 | Obligasi Terhadap Pihak Ketiga | | | | | | | | | | 2 | | |  | | | | |  | | | | 4 | | | | 6 | | |
| 10 | Obligasi Terhadap Profesion | | | | | | | | | | 2 | | |  | | | | |  | | | | 4 | | | | 6 | | |
| 11 | Hak-Hak Golongan Profesional | | | | | | | | | | 2 | | |  | | | | |  | | | | 4 | | | | 6 | | |
| 12 | Pemantauan Terhadap Golongan Profesional | | | | | | | | | | 2 | | |  | | | | |  | | | | 4 | | | | 6 | | |
| 13 | Etika Perkhidmatan Awam di Malaysia | | | | | | | | | | 2 | | |  | | | | | 1 | | | | 4 | | | | 7 | | |
| 14 | Isu Etika Dalam Perubatan, Kejuruteraan & Undang-Undang | | | | | | | | | | 2 | | |  | | | | | 1 | | | | 4 | | | | 7 | | |
|  | Jumlah | | | | | | | | | | 28 | | |  | | | | | 4 | | | | 48 | | | | 80 | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Rujukan | **RUJUKAN**   1. Mohd. Janib Johari, 2001. *Etika Profesional. Skudai*: Penerbit UTM 2. Drucker P. 1974. *Management: Tasks, Responsibilities*, Practices. London : Heinemann. 3. Evans, W. A. 1981. *Management Ethics : An Intelectual Perspective*. The Hague : Martinus Nijhoff Publishing. 4. Madsen P. & Jay M.S. (eds.), 1990. *Essentials of Business Ethics*. New York : Meridian. 5. Matsushita, K. 1984. *Not For Bread Alone*. Tokyo : PHP. 6. Mohd. Janib Johari, 1994. *Moral: Teori, Aplikasi dan Permasalahan*. Skudai : Penerbit UTM. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Maklumat Tambahan | Tiada | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |