Jadual 3: Ringkasan Maklumat Setiap Modul / Kursus

**Senarai Kursus Semester 6 / Tahun 3**

|  |  |  |
| --- | --- | --- |
| **BIL** | **KODKURSUS** | **NAMA KURSUS** |
| 1 | UHAD 1102 | ENTERPRENEURSHIP & ENTERPRISE DEVELOPMENT |
| 2 | UICI 3022/UHAD 3022 | TASSAWUR ISLAM / PEMBANGUNAN KENDIRI |
| 3 | DDPQ 3254 | MEASUREMENT PROJECT |
| 4 | DDPQ 3423 | CONSTRUCTION LAW AND CONTRACT |
| 5 | DDPQ 3622 | PRINCIPLES OF MANAGEMENT |
| 6 | DDPQ 3713 | BUILDING MAINTENANCE  |
| 7 | DDPQ 3723 | PROJECT PLANING AND SCHEDULING  |
| 8 | DDPQ 3733 | COMPUTER APPLICATION IN QUANTITY SURVEYING |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **Entrepreneurship and Enterprise Development** *Keusahawanan dan Pembangunan Enterprise*  |
| 2 | Course Code | UHAD 1102 |
| 3 | Name Of Academic Staff | NAME : CHE SULAIMAN ISMAILQUALIFICATION : MASTER IN BUSINESS ADMINISTRATIONUNIVERSITY : UNITAR, MALAYSIAYEAR : 2003  |
| 4 | Rationale Course Included In This Course | This course introduces the student to the concept of entrepreneurship and skills, and information that entrepreneurships use to lead a business. The course examines key organizational attributes necessary for organizing to succeed in business environment. The attributes include strategic planning, marketing, financing, legal matters, and cash flow. Finally, the course is designed to help the students\ build the skills to develop and write a good business plan.  |
| 5 | Semester And Year Offered | Semester 6, Year 3 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centered | Lecture | 28 | 42 |
| Student Centered Activities | Practical/Lab |  |
| Tutorial | 7 |
| Others | 7 |
| Others |  |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) | Project  | 23 | 35.5 |
| Revision | 10 |
| Assessment preparation  | 2.5 |
| Assignment  | 0 |
| Group discussion  | 0 |
| Manual  | 0 |
| Others  | 0 |
| Formal Assessment | Continuous Assessment | Test  | 1 | 2.5 |
| Quiz | 0.5 |
| Presentation  | 1 |
| Final exam  | 0 |
| **Total SLT** | **80** |
|  |
| 7 | Credit Value | Total contact hour = 3 hours x 14 weeks  |
| 8 | Pre-Requisite | None |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1 : State fundamental concepts and principles of entrepreneurship and characteristics of entrepreneur.CO2 : Explain entrepreneurs, managers, and leaders as change agents.CO3 : Apply general managerial methods and creativity to support decision making.CO4 : Convey idea clearly and effectively as well as gives feedback.CO5 : Work as a group in gathering, analyzing and reporting on business ideas into proper planning.CO6 : Develop and write a business model and business plan. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Analyzing and problem solving | Test, quizzes, assignment, final examination | Individual & team |
| Communication | Q&A, discussion | Individual & team |
| Time management | Assignment | Individual |
| Team work | Assignment | Team |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Q&A, exercises, test, quizzes, assignment |
| Tutorial/SCL/Active learning | Q&A and discussion |
| Practical in laboratory | Project  |
|  |
| 12 | Synopsis | This course introduces the student to the concept of entrepreneurship and skills, and information that entrepreneurships use to lead a business. The course examines key organizational attributes necessary for organizing to succeed in business environment. The attributes include strategic planning, marketing, financing, legal matters, and cash flow. Finally, the course is designed to help the students\ build the skills to develop and write a good business plan.  |
| 13 | Delivery Mode | Face to face in classroom.  |
| 14 | Type And Assessment Method | Assessment consist of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by test, quizzes, assignment, and others. 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:-**Project: Report N presentationTest 1Quiz1Quiz 2 Assignment  | 80%10%2.5%2.5%5% |
| **Total** | **100%** |

Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’. |
|  | Course Outcome – Topic Mapping | **Topics of The Course** | **CO1** | **CO2** | **CO3** | **CO4** | **CO5** | **CO6** |
| The nature and importance of entrepreneurs | ✓ | ✓ |  |  |  |  |
| The business plan- writing a business plan | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| The business plan-writing a business plan(cont) | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Creativity and the business idea |  |  |  | ✓ |  |  |
| The marketing plan |  |  |  |  |  | ✓ |
| The financial plan |  |  |  |  | ✓ | ✓ |
| Business plan discussion  |  |  |  | ✓ | ✓ | ✓ |
| Business plan discussion  |  |  |  | ✓ | ✓ | ✓ |
| Business plan discussion |  |  |  | ✓ | ✓ | ✓ |
| Business plan discussion |  |  |  | ✓ | ✓ | ✓ |
| Business plan discussion  |  |  |  | ✓ | ✓ | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO 10** |
| The nature and importance of entrepreneurs | ✓ |  |  | ✓ |  |  |  |  |  |  |
| The business plan- writing a business plan | ✓ |  |  | ✓ |  |  | ✓ |  |  |  |
| The business plan-writing a business plan(cont) | ✓ |  |  | ✓ |  |  | ✓ |  |  |  |
| Creativity and the business idea | ✓ |  |  | ✓ |  |  |  |  |  |  |
| The marketing plan | ✓ |  |  | ✓ | ✓ |  | ✓ |  |  |  |
| The financial plan | ✓ |  |  | ✓ | ✓ |  | ✓ |  |  |  |
| Business plan discussion | ✓ |  |  | ✓ | ✓ |  |  |  |  |  |
| Business plan discussion  | ✓ |  |  | ✓ | ✓ |  |  |  |  |  |
| Business plan discussion  | ✓ |  |  | ✓ | ✓ |  |  |  |  |  |
| Business plan discussion | ✓ |  |  | ✓ | ✓ |  |  |  |  |  |
| Business plan discussion  | ✓ |  |  | ✓ | ✓ |  |  |  |  |  |
| 17 | Course Content and SLTK: LectureT: TutorialL: LaboratoryA: AssessmentSCA: Student Centered ActivitiesPK: Self LearningM: Week of Study | **W** | **TOPIC** | **K** | **T/L SCA** | **A** | **PK** | **SLT** |
| 1 | The nature and importance of entrepreneursOpening profile: Ted Turner1. nature and development of entrepreneurship
2. definition of entrepreneurship
3. the entrepreneurial decision process
4. types of start up
5. role of entrepreneurship in ecomnomic development
6. the future of entrepreneurship
 | 2 | 1.5 |  | 2 | 5.5 |
| 2 | The bussiness planOpening profile: Joseph WilsonWhat is the bussiness planWho should write a business planScope and value of the business plan-who reads the plan?When to write the business planInformation needs:1. market information
2. operations information needs
3. financial information needs ( invited speakers from financial institutions)

an overview1. debt or equity financing
2. internal or external funds

personal fundsfamily and friendscommercial banks1. types of Bank Loans
2. cash flow financing
3. bank lending decisions
4. small bussiness administration loans
 | 2 | 2 |  | 5 | 9 |
| 3 | The bussiness plan –writing a bussiness plan (cont)1. using the internet as a resource tool
2. writing the bussiness plan
	1. introductory page
	2. executive summary
	3. industry analysis
	4. description of venture
	5. production plan
	6. marketing plan organizational plan
	7. assessment of risk
	8. financial plan
3. using and implementing the bussiness plan
	1. measuring plan progress
	2. updating the plan
4. what a bussiness plan need to accomplish
5. intellectual property

patent, trademarks, copyrights, tade secrets | 2 | 2 | 0.5 | 5 | 9.5 |
| 4 | Creativity and the bussiness ideaOpening profile: ken olsen1. source of new ideas
	1. consumers
	2. existing companies
	3. distribution channels
	4. federal development
	5. research and development
2. methods of generating ideas
	1. focus group
	2. brains storming
	3. problem inventory analysis

 product planning stage1. establishing evaluation criteria
2. idea stage
3. concept stage
4. product developing stage
5. test marketing stage
 | 2 | 2 |  | 5 | 9 |
| 5 | The marketing planOpening profile: Micheal S.Dell1. market research for the new venture
2. understanding the marketing plan
3. characteristics of a marketing plan
4. steps in preparing the marketing plan
5. contingency planning
6. Why some plan fail?
 | 2 | 2 | 0.5 | 4 | 8.5 |
| 6 | The financial plan1. operating and capital budgets
2. pro forma income statement
3. breakeven analysis
4. pro forma cash flow
5. pro forma balance sheet
6. pro forma sources and uses of fund
 | 2 | 1.5 |  | 4 | 7.5 |
| 7 | Business plan discussion | 2 | 1.5 |  | 1 | 4.5 |
| 8 | MID TERM BREAK |  |  |  |  |  |
| 9 | Business plan discussion | 2 |  | 0.5 | 1 | 3.5 |
| 10 | Business plan discussion | 2 | 1.5 |  | 1.5 | 5 |
| 11 | Business plan discussion | 2 |  |  | 1.5 | 3.5 |
| 12 | Business plan discussion  | 2 |  |  | 1.5 | 3.5 |
| 13 | Business plan presentation  | 2 |  | 1 | 1 | 4 |
| 14 | Business plan presentation  | 2 |  |  | 1.5 | 3.5 |
| 15 | Business plan presentation | 2 |  |  | 1.5 | 3.5 |
| **Total**  | **28** | **14** | **2.5** | **35.5** | **80** |
| 18 | References | **Main References:** Kuratko,D.F.and R.M. Hotgetts (2007) Entreperneuships-A contemporary Approach.Forth Worth.Hisrich, R.D and M.P.Peters (2000) Enterpreneurship. Irwan McGraw-Hill. Fourth editionO’Malia, Thomas, J. and Whistler, M.H (2002) The Entrepreneurial Journey, Casablanca,CA: South Western Publishing.Kawasaki, G., 2004; The Art of the start.New YorkHardagon, A. (2003) How Breakthroughs Happen: The Surprising Truth About How Companies Innovate, HarvardBussinessSchool Publishing.**Additional References:**Michalko, M.(1991) Thinkertoys: A handbook of business Creativity, Ten Speed Press, Berkeley, Carlifornia.Keusahawanan, MEDEC UiTM 2002. |
| 19 | Additional Information | None |

|  |  |  |
| --- | --- | --- |
| 1 | Nama Kursus | **Pendidikan Islam/Tasawwur Islam** |
| 2 | Kod Kursus | UICI/UHAD3022 |
| 3 | Nama Staf Akademik | NAME : ABDUL RAHHIM BIN ABDUL WAHABQUALIFICATION : IJAZAH SARJANA SYARIAH,  UKM , 2012 : IJAZAH SARJANA MUDA SYARIAH  UNIVERSITI YARMOUK JORDAN, 2006 |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini diperlukan untuk menjelaskan tentang konsep Islam secara syumul dan pendekatan Islam yang sentiasa relevan dalam menyelesaikan masalah semasa. Kursus ini juga merupakan kursus umum wajib yang penting bagi membolehkan pelajar lebih peka terhadap kepentingan aqidah, syariat dan akhlak serta menyeimbangkan antara rohani dan jasmani dalam seluruh aspek kehidupan muslim yang berbeza dengan barat.  |
| 5 | Semester dan tahun ditawarkan | Semester 6, Tahun 3 |
| 6 | Jumlah masa belajar pelajar (SLT)K: KuliahT: TutorialP: PraktikalL: Lain-lain | Secara Bersemuka/Bimbingan | Pembelajaran Kendiri | Jumlah Pembelajaran Secara Bimbingan Dan Kendiri (SLT) |
| K | T | P | L |
| 28 | 0 | 0 | 2 | 50 | 80 |
| 7 | Nilai Kredit | 2 jam kredit (2 jam kredit kuliah)2 jam kontak kuliah x 14 minggu = 28 jamJumlah jam kontak = 28 jam |
| 8 | Pra Syarat | Tiada |
| 9 | Hasil Pembelajaran (CO) | Selepas menamatkan kursus ini, pelajar sepatutnya boleh:- |
| CO1: | Menghuraikan konsep Islam secara syumul.  |
| CO2: | Menjelaskan kepentingan aqidah, syariat dan akhlak dalam kehidupan. |
| CO3: | Menjelaskan kepentingan menyeimbangkan antara rohani dan jasmani dalam seluruh aspek kehidupan muslim yang berbeza dengan barat. |
| CO4: | Menghuraikan pendekatan Islam yang sentiasa relevan dalam menyelesaikan masalah semasa. |
| CO5: | Menjelaskan tanggungjawab muslim dalam kehidupan bermasyarakat. |
| 10 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | **Kaedah Penilaian** | **Bentuk Penilaian** |
| Meningkatkan pengetahuan. | Tugasan, ujian, kuiz, peperiksaan akhir. | Individu & berkumpulan |
| Menggunakan sistem komputer dan ICT. | Tugasan. | Berkumpulan |
| Komunikasi secara lisan. | Soal-jawab, perbincangan. | Individu & berkumpulan |
| Pengurusan masa. | Tugasan, ujian, kuiz, peperiksaan akhir. | Individu & berkumpulan |
| 11 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | **Strategi Penilaian** |
| Kuliah | Tugasan, ujian, kuiz, peperiksaan akhir. |
| Tugasan | Pembahagian tugasan, soal-jawab, perbincangan. |
| 12 | Sinopsis | Kursus ini membincangkan tentang konsep ilmu dalam Islam, tauhid sebagai paksi kehidupan, konsep ibadah dalam Islam, akhlak Islamiyah, wanita dalam Islam, etika kerja dan pembangunan dalam Islam, kesenian dan komunikasi Islam serta dakwah Islamiyah. |
| 13 | Mod Penyampaian | Kuliah, soal-jawab, perbincangan dua hala dan penerapan nilai di dalam bilik kuliah. |
| 14 | Jenis Dan kaedah Penilaian | Penilaian dibuat melalui markah kerja kursus dan peperiksaan akhir. Markah kerja kursus dinilai sepanjang semester melalui tugasan, ujian dan kuiz, 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:-**TugasanUjian Kuiz | **40%**15%15%10% |
| **PEPERIKSAAN AKHIR** | **60%** |
| **JUMLAH** | **100%** |
| Kriteria prestasi penilaian summatif: Rujuk buku ‘Panduan Pengajian dan Peraturan Akademik Program Kerjasama Diploma & Ijazah Sarjana Muda, UTM’. |
| 15 | Pemetaan Kursus Kepada Hasil Pembelajaran Kursus (CO) | **Bab** | **Tajuk Kursus** | **CO1** |  **CO2** | **CO3** | **CO4** | **CO5** |
| 1 | Konsep Ilmu Dalam Islam |  |  |  |  |  |
| 2 | Tauhid Sebagai Paksi Kehidupan. |  | * √
 | * √
 |  |  |
| 3 | Konsep Ibadah Dalam Islam. |  | * √
 | * √
 |  |  |
| 4 | Akhlak Islamiyah. |  | * √
 |  |  |  |
| 5 | Wanita Dalam Islam. |  |  |  |  |  |
| 6 | Etika Kerja Dari Perspektif Islam. |  | * √
 | * √
 |  |  |
| 7 | Pembangunan Dalam Islam. |  | * √
 | * √
 |  |  |
| 8 | Kesenian Dalam Islam. |  |  |  |  |  |
| 9 | Komunikasi Dalam Islam. |  |  |  |  |  |
| 10 | Dakwah Islamiyah. |  |  | * √
 |  |  |
|  |
| 16 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PO) | **Bab** | **Tajuk Kursus** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| 1 | Konsep Ilmu Dalam Islam. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 2 | Tauhid Sebagai Paksi Kehidupan. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 3 | Konsep Ibadah Dalam Islam. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 4 | Akhlak Islamiyah. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 5 | Wanita Dalam Islam. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 6 | Etika Kerja Dari Perspektif Islam. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 7 | Pembangunan Dalam Islam. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 8 | Kesenian Dalam Islam. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 9 | Komunikasi Dalam Islam. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
| 10 | Dakwah Islamiyah. | * √
 |  |  |  | * √
 |  | * √
 | * √
 |  |
|  |
| 17 | Kandungan Kursus dan SLTK: KuliahT: TutorialL: Lain-lainPK: Pembelajaran kendiriM: Minggu pembelajaran | **Bab** | **Tajuk Kursus** | **K** | **T** | **L** | **PK** | **SLT** | **M** |
| 1 | Konsep Ilmu Dalam Islam.1. Definisi ilmu, kepentingan & kelebihannya
2. Kedudukan ilmu & pembahagian ilmu
3. Hubungan ilmu, iman dan amal
 | 3 | 0 | 0 | 4 | 7 | 1 |
| 2 | Tauhid Sebagai Paksi Kehidupan.1. Konsep Tauhid
2. Pembahagian Tauhid dan perkara yang membatalkan akidah
3. Perbezaan akidah dengan ideologi
4. Paradigma tauhid dalam kehidupan.
 | 4 | 0 | 0 | 5 | 9 | 2-3 |
| 3 | Konsep Ibadah Dalam Islam.1. Konsep ibadah dalam Islam
2. Asas-asas Ibadah.
3. Pembahagian & Skop ibadah
4. Peranan ibadah
 | 4 | 0 | 0 | 5 | 9 | 4-5 |
|  | Ujian Pertengahan Semester. | 0 | 0 | 2 | 5 | 7 | 6 |
| 4 | Akhlak Islamiyah.1. Konsep akhlak
2. Sumber akhlak islam
3. Perbezaan antara akhlak dengan etika dan moral
4. Kedudukan dan kepentingan akhlak dalam kehidupan manusia.
5. Paradigma akhlak
6. Ciri-ciri khusus sistem akhlak Islam
7. Jalan-jalan pembentukkan akhlak
 | 2 | 0 | 0 | 3 | 5 | 7 |
| 5 | Wanita Dalam Islam.1. Kedudukan wanita menurut perspektif islam dan barat
2. Hak-hak wanita dalam islam
3. Pembentukkan wanita solehah
4. Wanita & kerjaya
 | 2 | 0 | 0 | 3 | 5 | 8 |
| 6 | Etika Kerja Dari Perspektif Islam.1. Konsep bekerja dalam islam
2. Ciri-ciri etika kerja islam
3. Matlamat kerja dalam islam
4. Pembentukan nilai etika kerja islam
5. Hubungan pekerja dan majikan
 | 2 | 0 | 0 | 3 | 5 | 9 |
| 7 | Pembangunan Dalam Islam.1. Konsep pembangunan dalam islam
2. Skop pembangunan menurut islam & barat
3. Ciri-ciri pembangunan islam
4. Prinsip pembangunan dalam islam
5. Panduan pembangunan menurut islam.
6. Matlamat pembangunan dalam islam.
 | 4 | 0 | 0 | 5 | 9 | 10-11 |
| 8 | Kesenian Dalam Islam.1. Seni menurut perspektif islam
2. Bidang-bidang kesenian islam
3. Matlamat seni dan peranan seni dalam kehidupan
4. Peranan seni dalam masyarakat.
 | 2 | 0 | 0 | 3 | 5 | 12 |
| 9 | Komunikasi Dalam Islam.1. Pengertian komunikasi dan kepentingannya
2. Bentuk-bentuk komunikasi
3. Peranan komunikasi dalam kehidupan.
4. Komunikasi berkesan.
 | 2 | 0 | 0 | 3 | 5 | 13 |
| 10 | Dakwah Islamiyah.1. Pengertian dakwah
2. Dalil-dalil kewajipan berdakwah
3. Matlamat dakwah
4. Rukun-rukun dakwah
5. Sumber-sumber dakwah
6. Metadologi dakwah.
 | 3 | 0 | 0 | 4 | 7 | 14 |
|  | Peperiksaan Akhir. | 0 | 0 | 0 | 7 | 7 |  |
|  | **Jumlah:** | **28** | **0** | **2** | **50** | **80** | **14** |
|  |
| 18 | Rujukan | Rujukan Utama:1. Wan Ali Wan Jusoh et al. (2008), *Tasawwur Islam.* Kuala Lumpur: UTM City Campus.

Fathi Yakan (2002), *Apa Ertinya Saya Menganut Islam*. Abu Mustafa Hamidi (terj.). Selangor: Dewan Pustaka Fajar.Qaradawi, Yusuf al- (2002), *Matlamat dan Tujuan Ibadah dalam Islam.* Hassan Idris (terj.). Yayasan Dakwah Islamiyah Malaysia.Rujukan TambahanAb. Aziz Mohd. Zin et al (2006), *Dakwah di Malaysia*. Kuala Lumpur: Universiti Malaya.Hilali, Majdi al- (2001), *Menggapai Pertolongan Allah*. Ghazali Mukti (terj.). Yogyakarta: ‘Izzan Pustaka.Ghazali, Abu Hamid Muhammad Ibn Muhammad al- (1964), *Mizan al-‘Amal*. Kaherah: D*a*r al-Ma’arif.Mustafa Masyhur (2003), *Bekalan di Sepanjang Jalan Da’wah*. Ahmad Hasan Mohd. Nazam & Mohd. Nizam Mohd Ali (terj.). Selangor: Dewan Pustaka Fajar. |
| 19 | Maklumat Tambahan | Pendetailan Dalam Pemarkahan:a. Setiap tugasan mesti mengandungi : |
| **Bil** | **Perkara** | **Bil. Muka Surat** | **Markah** |
| 1 | Muka Depan. | 1 | 1 |
| 2 | Pendahuluan. | 1 | 1 |
| 3 | Ringkasan Tajuk. | 5 | 10 |
| 4 | Penutup. | 1 | 1 |
| 5 | Rujukan. | Minima 5 Buku. | 1 |
| 6 | Kekemasan Tugasan. | Tiada Kesalahan Ejaan. | 1 |
| Jumlah: | **15 %** |
|  i. Kumpulan : 3 @ 4 orang. ii. Muka Depan :* + - * 1. Nama & Kod Subjek. **f.** Page number : Center bawah.
				2. Tajuk Tugasan. **g.** Font : 12, Times New Roman.
				3. Nama Pensyarah.**h.** Spacing : 1.5, Perenggan & Justify.
				4. Nama Pelajar. **i.** Kertas : A4 putih kecuali muka depan.
				5. Semester, Sesi.  **j.** Staple & Selotepkan.

iii. Format Rujukan:  Penulis (tahun diterbitkan), *Nama Buku.* Tempat diterbitkan: Penerbit.  iv. Serah Assignment :a. Sebelum Minggu ke 6.b. Hantar hard copy dan softcopy. c. By emel: ahjpo@yahoo.comd. Selewat-lewatnya Khamis, 4.00pm.e. Lewat hantar, tiada lagi markah yang akan diberikan.b. Ujian & Kuiz. i. Ujian : Pada Minggu ke 6 (**15 %**). ii. Kuiz : Pada Minggu ke 12 & 13 (**10 %**). |

|  |  |  |
| --- | --- | --- |
| 1 | Nama Kursus | **PEMBANGUNAN KENDIRI** |
| 2 | Kod Kursus | UHAD 3022 |
| 3 | Nama Staf Akademik | Nama : Azlina Binti OthmanKelulusan: Ijazah Sarjana Muda Sains Kemasyarakatan (Kepujian)Universiti: Universiti Sains MalaysiaTahun Bergraduat: 2008 |
| 4 | Rasional kursus dimasukkan dalam program ini | 1. Kursus ini memberikan pendedahan perkembangan kendiri dalam empat bidang utama iaitu perkembangan fizikal, psiko-motor, kognitif, perkembangan sosial dan perkembangan afektif (termasuk perkembangan nilai, akhlak dan moral).
2. Memberikan penegasan kepada perkembangan awal dewasa hingga akhir hayat.
3. Mempelajari konsep motivasi, kebimbangan, personaliti, konsep kendiri dan kesihatan mental. Semua konsep ini ditinjau dari perspektif perbezaan individu dan kumpulan.
 |
| 5 | Semester dan tahun ditawarkan | Semester 6, Tahun 3 |
| 6 | Jumlah masa belajar pelajar (SLT)K: KuliahT: TutorialP: PraktikalL: 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  | 34 |
| Perbincangan kumpulan |
| Ulangkaji |
| Persediaan penilaian |
| Penilaian Formal | Ujian  | 18 |
| Pembentangan projek  |
| Peperiksaan akhir  |
| **Jumlah SLT** | **80** |

 |
| 7 | Nilai Kredit | 2 jam kredit (2 jam kredit kuliah)2 jam kontak kuliah x 14 minggu = 28 jamJumlah jam kontak = 28 jam |
| 8 | Pra Syarat | Tiada |
| 9 | Hasil Pembelajaran (CO) | Selepas menamatkan kursus ini, pelajar sepatutnya boleh:-CO1 – Kebolehan menerangkan konsep dan prinsip pembentukan kendiri manusia.CO2 – Kebolehan menerangkan idea, konsep dan prinsip mengenai fungsi kendiri manusia.CO3 – Kebolehan menerangkan dan menganalisis konsep perkembangan di peringkat remaja, awal dewasa, pertengahan dewasa dan peringkat. |
| 10 | Pemindahan Kemahiran | **Kemahiran Yang Dibangunkan** | **Kaedah Penilaian** | **Bentuk Penilaian** |
| Menganalisis dan menyelesaikan masalah yang diberi | Ujian, Kuiz, latihan, tugasan, peperiksaan akhir | Individu & berkumpulan |
| Komunikasi | Soal – jawab, perbincangan | Individu & berkumpulan |
| Pengurusan masa | Tugasan | Individu |
| Kerja berpasukan  | Tugasan | Berkumpulan |
| ICT | Tugasan simulasi komputer | Individu |
|  |
| 11 | Pengajaran-Pembelajaran (PnP) dan Strategi Penilaian | **Pembelajaran & Pengajaran** | **Strategi Penilaian** |
| Kuliah | Soal-jawab, latihan, tugasan, Kuiz, Ujian, peperiksaan akhir |
| Kerja kumpulan & pembentangan | Pembahagian tugas, kerjasama ahli, penyampaian, kandungan,  |
| Tutorial | Perbincangan, soal-jawab |
|  |
| 12 | Sinopsis | Kursus ini bertujuan memberikan pendedahan perkembangan kendiri dalam empat bidang utama iaitu perkembangan fizikal, psiko-motor, kognitif, perkembangan sosial dan perkembangan afektif (termasuk perkembangan nilai, akhlak dan moral). Selain itu, penegasan akan diberi kepada perkembangan awal dewasa hingga akhir hayat. Perkembangan kendiri dilihat dengan mempelajari konsep motivasi, kebimbangan, personaliti, konsep kendiri dan kesihatan mental. Semua konsep ini ditinjau dari perspektif perbezaan individu dan kumpulan. |
| 13 | Mod Penyampaian | Kuliah, tutorial, perbincangan, latihan, tugasan, soal-jawab dan simulasi secara bersemuka di dalam bilik kuliah. |
| 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:-**KuizTugasanUjian | **40%**10%20%10% |
| **PEPERIKSAAN AKHIR** | **60%** |
| **JUMLAH** | **100%** |

Kriteria prestasi penilaian summatif: Rujuk buku ‘Panduan Pengajian dan Peraturan Akademik Program Kerjasama Diploma & Ijazah Sarjana Muda UTM’. |
| 15 | Pemetaan Kursus Kepada Hasil Pembelajaran Kursus (CO) | **Tajuk Kursus** | **CO1** | **CO2** | **CO3** |
| 1. Pengenalan perkembangan kendiri
 |  |  |  |
| 1. Konsep kendiri
 |  |  |  |
| 1. Tahap perkembangan manusia
 |  |  |  |
| 1. Persepsi sosial
 |  |  |  |
| 1. Sikap
 |  |  |  |
| 1. Pengaruh sosial
 |  |  |  |
| 1. Prasangka & Diskriminasi
 |  |  |  |
| 1. Hubungan
 |  |  |  |
| 1. Kelompok
 |  |  |  |
| 1. Tingkah laku agresif
 |  |  |  |
| 1. Psikologi sosial dan kesihatan
 |  |  |  |
|  |
| 16 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PO) | **Tajuk Kursus** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Pengenalan perkembangan kendiri |  |  |  |  |  |  |  |  |  |
| Konsep kendiri |  |  |  |  |  |  |  |  |  |
| Tahap perkembangan manusia |  |  |  |  |  |  |  |  |  |
| Persepsi sosial |  |  |  |  |  |  |  |  |  |
| Sikap |  |  |  |  |  |  |  |  |  |
| Pengaruh sosial |  |  |  |  |  |  |  |  |  |
| Prasangka & Diskriminasi |  |  |  |  |  |  |  |  |  |
| Hubungan |  |  |  |  |  |  |  |  |  |
| Kelompok |  |  |  |  |  |  |  |  |  |
| Tingkah laku agresif |  |  |  |  |  |  |  |  |  |
| Psikologi sosial dan kesihatan |  |  |  |  |  |  |  |  |  |
|  |
| 17 | Kandungan Kursus dan SLTK: KuliahT: TutorialL: Lain-lainPK: Pembelajaran kendiriM: Minggu pembelajaran | **BAB** | **TAJUK** | **K** | **T** | **L** | **PK** | **SLT** | **M** |
| 1 | Pengenalan Perkembangan Kendiri1. Definisi psikologi sosial
2. Sejarah Perkembangan
3. Matlamat psikologi sosial
 | 2 | 0 | 0 | 2 | 4 | 1 |
| 2 | Konsep Kendiri1. Pengaruh tingkah laku
2. Perbandingan sosial
3. Harga diri
 | 2 | 0 | 0 | 2 | 4 | 2 |
| 3 | Tahap Perkembangan Manusia1. Peringkat awal kanak-kanak
2. Peringkat remaja
3. Peringkat awal dewasa
4. Peringkat tua
 | 4 | 0 | 0 | 4 | 8 | 3& 4 |
| 4 | Persepsi Sosial1. Persepsi dalam kumpulan sosial
2. Persepsi budaya
3. Persepsi sosial
 | 4 | 0 | 0 | 4 | 8 | 5 & 6 |
| 5 | Sikap1. Pembentukan
2. Kepentingan
3. Proses perubahan
 | 2 | 0 | 0 | 4 | 8 | 6 & 7 |
| 6 | Pengaruh Sosial1. Bentuk pengaruh sosial
2. Keakuran & kepatuhan
3. Peranan mengatasi gejala sosial
 | 4 | 0 | 0 | 4 | 8 | 8 & 9 |
| 7 | Prasangka & Diskriminasi1. Perbahasan prasangka
2. Perbahasan diskriminasi
3. Penyelesaian masalah
 | 2 | 0 | 0 | 2 | 4 | 10 |
| 8 | Hubungan1. Jenis hubungan
2. Konsep hubungan intim
3. Kesunyian
 | 2 | 0 | 0 | 2 | 4 | 11 |
| 9 | Kelompok1. Ciri kelompok
2. Faktor mempengaruhi keputusan
3. Pengaruh orang terhadap prestasi
 | 2 | 0 | 0 | 2 | 4 | 12 |
| 10 | Tingkah Laku Agresif1. Jenis tingkah laku agresif
2. Faktor mempengaruhi agresif
3. Langkah kawalan
 | 2 | 0 | 0 | 2 | 4 | 13 |
| 11 | Psikologi Sosial Dan Kesihatan1. Tingkah laku fizik
2. Tingkah laku tidak normal
3. Fizik dan penyakit menurut perspektif Islam
 | 2 | 0 | 0 | 2 | 4 | 14 |
|  | Jumlah | **28** | **0** | **0** | **52** | **80** | **14** |
|  |
| 18 | Rujukan | **Rujukan Utama:**1. Azizi Yahya, Yusof Boon, Jamaluddin Ramli, Jaafar Sidek Latif, Fawziah Yahya, Amir Hamzah Abdul, 2004. Pengaruh Sosial. Penerbit UTM, Skudai.
2. Abdul AB, Alim Ab Rahman, 1994. Penghantar Psikologi. DBP, KL.
3. Hamka, 1893. Falsafah Hidup. Penerbitan Pustaka Antara, KL.
4. Kamaruddin Husin, 1996. Sekolah Dan Perkembangan Kanak-Kanal. Utusan Publication, KL.
5. Muhammad Mansur Abdullah, 1993. Kaunseling Teori, Proses dan Kaedah. Fajar Bakti, KL.
 |
| 19 | Maklumat Tambahan | TIADA |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **MEASUREMENT PROJECT**  |
| 2 | Course Code | DPPQ 3254 |
| 3 | Name Of Academic Staff | NAME : MOHD HAFIZULLAH BIN ZAKARIAQUALIFICATION : IJAZAH SARJANA MUDA UKUR BAHANUNIVERSITY : UiTM, MALAYSIA YEAR : 2008 |
| 4 | Rationale Course Included In This Course | This course exposes the students to the real practice of preparing of tender document for a specified construction project together with the priced tender document. It is expected that the students will have the experience in that process of completing the tender document which will be their advance exposure towards the industry. |
| 5 | Semester And Year Offered | Semester 6, Year 3 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centered | Lecture | 7 | 56 |
| Student Centered | Practical/Lab/Tutorial | 42 |
| SCL Activities | 7 |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) | 80 | 96 |
| Revision |  |
| Assessment Preparation | 16 |
| Formal Assessment | Continuous Assessment | 8 | 8 |
| Final Examination | 0 |
| Others | 0 |
| **Total SLT**  | **160** |
|  |
| 7 | Credit Value | 4 credit hours (1 credit lecture + 3 credit practical/lab/tutorial)1 hour lecture and SCL activities x 14 weeks = 14 hours3 hours practical / lab / tutorial x 14 weeks = 42 weeksTotal contact hours = 56 hours |
| 8 | Pre-Requisite | DDPQ 2538, DDPQ 2544 |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Apply the process and procedure in the preparation of tender document.CO2: Prepare the Preliminary Cost Estimate, work schedule, complete Bill of Quantities.CO3: Produce a complete tender document, priced Bill of Quantities.CO4: Manipulate the computer aided measurement software for measurement of building works.CO5: Work effectively as a team. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Communication  | Discussion and Presentation | Individual & team |
| Team work | Tutorial, Project, Group Discussion | Team |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Q&A session, Exercises, Quiz, Test |
| Tutorial/SCL/Active learning | Assignments, Quiz, Test |
| Final Project | Submission of Project Work and Presentation |
|  |
| 12 | Synopsis | This aim of the course is to expose the students to the real practice of preparation of tender document. This course will further provide the students the exposure and experience in the process of preparation of a complete Tender Document for a specified construction project based on the current practice together with the priced tender document. The course will focus on the application of the price of measurement and quantification of construction works in the preparation of a complete tender document for residential, and/or medium rise buildings. The course also provides the platform to develop students’ communication and leadership skills and, and the ability to work effectively as a team member to achieve mutual objective.  |
| 13 | Delivery Mode | Face-to-face lecture and discussion in classroom, group project 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 through project, tests, quizzes and assignments. 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:-

|  |  |
| --- | --- |
| **Overall Marks:-**Group Organisation and Working SchedulePreliminary Cost EstimateMeasurementTender DocumentPre-tender Estimate (PDA & ATDA)Final PresentationPeer Assessment  | **100%**5%5%35%30%10%10%5% |
| **Final Examination** | **0%** |
| **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** |
| Briefing and Group Formation |  |  |  |  | ✓ |
| Preparation of Prelimary Estimate | ✓ | ✓ |  |  | ✓ |
| Implementing Measurement Works |  |  |  | ✓ | ✓ |
| Presentation of Measurement Works |  |  |  | ✓ | ✓ |
| Preparation of Tender Document | ✓ |  | ✓ |  | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Briefing and Group Formation |  |  |  | ✓ | ✓ | ✓ |  | ✓ | ✓ |
| Preparation of Prelimary Estimate | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  | ✓ | ✓ |
| Implementing Measurement Works | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  | ✓ | ✓ |
| Presentation of Measurement Works | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  | ✓ | ✓ |
| Preparation of Tender Document | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |  | ✓ | ✓ |
|  |
| 17 | Course Content and SLTK: LectureT: TutorialSCA: Student Centred ActivitiesA: AssessmentPK: Self LearningM: Week of Study  | **M** | **TAJUK** | **K** | **T/L SCA** | **A** | **PK** | **SLT** |
| 1 | **1.0 Briefing and Group Formation**1.1 Briefing on the preparation of tender  document  1.2 Preparation of group organization and  working schedule | 1 | 7 |  | 4 | 12 |
| 2 | **2.0 Preparation of Prelimary Estimate** 2.1Preparation of Prelimary Estimate based  on GFA or Approximate Quantities | 1 | 7 |  | 14 | 22 |
| 3-6 | **3.0 Implementing Measurement Works** 3.1 Implementing Measurement Works using  Manual and Computer-Aided Software | 1 | 7 | 1 | 14 | 23 |
| 7 | **4.0 Presentation of Measurement Works**4.1 Presentation and Submission of  Measurement Works  | 1 | 7 | 1 | 14 | 23 |
| 8-12 | **5.0 Preparation of Tender Document**5.1 Gathering the Drafts of Tender Checklist,  Letter of Invitation, Form of Tender,  Conditions of Tendering, Preliminaries,  Specifications and Other Standard  Documents that Form Part of Tender  Document 5.2 Editing, Checking and Binding of Tender  Document  5.3 Preparation of Pre-Tender Estimate –  Pricing of Measured Items | 3 | 21 | 6 | 50 | 80 |
|  | Final Examination |  |  |  |  |  |
|  | **TOTAL** | **7** | **49** | **8** | **96** | **160** |
|  |
| 18 | References | **Main References:**1. Ahamad Abdullah & Khairuddin Abd Rashid (2003). Pengukuran Kuantiti Bangunan. Pearson PrenticeHall.
2. The Institution of Surveyors Malaysia (2000). Standard Method of Measurement Second Edition (SMM2). Malaysia: Winston Enterprise.
3. Rosli Abdul Rashid (1987). Pengenalan Kepada Ukur Kuantiti Binaan 1. Johor Bahru: Pusat Sumber FAB, UTM.

**Additional References:**1. Seeley, I.V. and Roger Winfield (2004). Building Quantities Explained (5th dition). London: Macmillan Press Ltd.
2. Willis C.J. Newman, D (2001). Elements of Quantity Surveying. London BSP Professional.
 |
| 19 | Additional Information | none |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **CONSTRUCTION LAW AND CONTRACT** |
| 2 | Course Code | DPPQ 3423 |
| 3 | Name Of Academic Staff | NAME : ZAHIDAH BINTI ZAKARIAQUALIFICATION : DEGREE OF LAW LL.B (HONS)UNIVERSITY : UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA), MALAYSIA YEAR : 2012 |
| 4 | Rationale Course Included In This Course | This course exposes the students to the principles and implications of main terms of construction contract, in which they might be dealt with in the future. Besides, this course also familiarizes the students with the roles, duties and liabilities of the parties involved in the construction contracts. |
| 5 | Semester And Year Offered | Semester 6, Year 3 |
| 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 |
| SCL Activities | 14 |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) | 22.5 | 59.5 |
| Revision | 30 |
| Assessment Preparation | 7 |
| Formal Assessment | Continuous Assessment | 2 | 4.5 |
| Final Examination | 2.5 |
| Others |  |
| **Total SLT**  | **120** |
|  |
| 7 | Credit Value | 3 credit hours (2 credit lecture + 2 credit tutorial and SCL)2 hours lecture x 14 weeks = 28 hours1 hour tutorial x 14 weeks = 14 weeks1 hour SCL x 14 weeks = 14 weeksTotal contact hours = 56 hours |
| 8 | Pre-Requisite | DDPQ 2538, DDPQ 2544 |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Apply the principles that form the basis for the formation and existence of the terms in the construction contracts .CO2: Display the implications from the point of law the terms of the contract.CO3: Solve legal issues that arise in construction contract.CO4: Explain the various roles, duties and liabilities of the parties to the construction contract.CO5: Work in a group to resolve construction contract issues. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Communication  | Discussion and Presentation | Individual & team |
| Team work | Tutorial, Project, Group Discussion | Team |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Q&A session, Exercises, Quiz, Test |
| Tutorial/SCL/Active learning | Assignments, Quiz, Test |
| Final Project | Submission of Project Work and Presentation |
|  |
| 12 | Synopsis | The aim of this course is to introduce to the students the important clauses in construction contract. The objectives are: one; to explain to the students the principles and the implications of the main terms of construction contract, two; to highlight the roles, duties and liabilities of the parties involved in the construction contracts. The main standard forms of contract referred to in this course are those currently used locally and internationally. The course also provides the platform o develop students’ communication skills and ability to work effectively as a tm member to achieve mutual objective. |
| 13 | Delivery Mode | Face-to-face lecture and discussion in classroom, group project 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 through project, tests, quizzes and assignments. 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:-**ProjectTest 1Test 2Quizzes & Assignments | **40%**10%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** | **CO5** |
| Introduction  |  |  |  |  | ✓ |
| Parties to the Construction Contract |  |  |  |  | ✓ |
| Instructions |  |  |  |  | ✓ |
| Sub-letting |  |  |  |  | ✓ |
| Risks, Insurances and Bonds |  |  |  |  | ✓ |
| Stages of Works | ✓ |  |  |  | ✓ |
| Variations |  | ✓ | ✓ | ✓ | ✓ |
| Payments |  | ✓ | ✓ | ✓ | ✓ |
| Delay of Works |  | ✓ | ✓ | ✓ | ✓ |
| Breach of Contract |  |  |  |  | ✓ |
| Determination of Contracts |  |  |  |  | ✓ |
| Dispute Resolutions |  |  |  |  | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Introduction  | ✓ |  |  |  | ✓ |  |  |  |  |
| Parties to the Construction Contract | ✓ |  |  |  | ✓ |  |  |  |  |
| Instructions | ✓ |  | ✓ | ✓ | ✓ |  |  |  |  |
| Sub-letting | ✓ |  | ✓ | ✓ | ✓ |  |  |  |  |
| Risks, Insurances and Bonds | ✓ |  | ✓ | ✓ | ✓ |  |  |  |  |
| Stages of Works | ✓ | ✓ | ✓ | ✓ | ✓ |  |  | ✓ | ✓ |
| Variations | ✓ | ✓ | ✓ |  | ✓ |  |  | ✓ | ✓ |
| Payments | ✓ | ✓ | ✓ |  | ✓ |  |  | ✓ | ✓ |
| Delay of Works | ✓ | ✓ | ✓ |  | ✓ |  |  | ✓ | ✓ |
| Breach of Contract | ✓ |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Determination of Contracts | ✓ |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Dispute Resolutions | ✓ |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  |  |
| 17 | Course Content and SLTK: LectureT: TutorialSCA: Student Centered ActivitiesA: AssessmentPK: Self LearningM: Week of Study  | **M** | **TAJUK** | **K** | **T/L SCA** | **A** | **PK** | **SLT** |
| 1 | **1.0 Introduction** 1.1 Basic Characteristics of Construction  Contracts 1.2 Overview of Local and International  Standard Form of Contract | 2 | 2 |  | 4 | 8 |
| 2 | **2.0Parties to The Construction Contract** 2.1Employers, Contractors, Consultants:  Roles, Duties and Liabilities | 2 | 2 |  | 4 | 8 |
| 3 | **3.0 Instructions**  3.1 Contract Administrator’s Instructions  (Architects, Engineers, Superintending  Officers) | 2 | 2 |  | 4 | 8 |
| 4 | **4.0 Sub-letting** 4.1 Legal Basis of Sub-Letting /  Sub-Contracting 4.2 Types of Sub-Contracting 4.3 Appointment of Sub-Contractors 4.4 Responsibilities of Sub-Contractors 4.5 Responsibilities of Sub-Contractors and  Suppliers 4.6 Payment of Sub-Contractors 4.7 Liability (defective works, delays, etc) | 2 | 2 |  | 4 | 8 |
| 5 | **5.0 Risks, Insurances and Bond**5.1 Risks in Construction Work (damage to the  work and property, injury) 5.2 Types of Insurances in Construction  Contract (insurance of the works and  public liability) 5.3 Performance Bond, Security of Payment  and Retention Fund | 2 | 2 |  | 4 | 8 |
| 6 | **6.0 Stages of Works**6.1 Site Possession, Site Condition, Site  Inspection 6.2 Leveling and Setting-out of Work 6.3 Performance of Works (Quality of  Materials and Workmanship and Transfer  of Titles) 6.4 Completion and Non-Completion of Works 6.5 Sectional Completion and Partial  Possession | 2 | 2 | 0.5 | 5 | 9.5 |
| 7 | **7.0 Variations** 7.1 Definition of Variations 7.2 Procedure for Variation Works 7.3 Rules for Valuation of Variations 7.4 Payment of PC Sum and Provisional Sum 7.5 Fluctuation of Cost | 2 | 2 | 0.5 | 5 | 9.5 |
| 8 | **8.0 Payments**8.1 Legal Basis of Payments 8.2 Types of Certificates of Payments 8.3 Employer’s Obligations to Pay 8.4 Contractor’s Remedies for Non-Payment 8.5 Set-off  | 2 | 2 | 0.5 | 5 | 9.5 |
| 9 | **9.0 Delay of Works**9.1 Implication for Non-Completion of Work 9.2 Liquidated and Ascertained Damages 9.3 Extension of Time | 2 | 2 | 0.5 | 4.5 | 9 |
| 10 | **10.0 Breach of Contract** 10.1 Legal Basis of Claims 10.2 Definition of Claims 10.3 Remedies of Employer and Contractor 10.4 Procedures in Making Claims 10.5 Payment of Claims | 2 | 2 |  | 4 | 8 |
| 11-12 | **11.0 Payments** 11.1 Determination of Contracts 11.2 Determination of Employer 11.3 Determination of Contractor | 4 | 4 |  | 8 | 16 |
| 13-14 | **12.0 Dispute Resolutions** 12.1 Arbitration 12.2 Mediation 12.3 Adjudication | 4 | 4 |  | 8 | 16 |
|  | Final Examination |  |  | 2.5 |  | 2.5 |
|  | **TOTAL** | **28** | **28** | **4.5** | **59.5** | **120** |
|  |
| 18 | References | **Main References :**1. Ansley, R.B., Kelleher, T.J & Lehman, A.D.(2009). Smith, Currie and Hancock’s.
2. Eggleston, B.(2009). Liquidated Damages and Extensions of Time in Construction Conracts(3rd Edition).West Sussex:Wiley-Blackwell.
3. Adriaanse, J. (2005). Construction Contract Law: The Essentials. New York: Palgrove Macmillan.
4. Agreement and Conditions of Building Contract Private edition with Quantities – PAM 2006. Pertubuhan Arkitek Malaysia.
5. Chow Kok Fong (2004). Law and Practice of Construction Contracts (3rd Edition). Singapore: Sweet & Maxwell Asia.

**Additional References :**1. Chow Kok Fong (2005). Security o Payment and Construction Adjudication. Singapore: Lexis Nexis.
2. Common Sense Construction Law: A Practical Guide for the Cotruction Professional. Habokwn, New Jersey: Wiley Publishing.
3. Harban Singh KS(2005) Engineering and Construction Contract Management: Law and Principles. Singapore: Lexis Nexis.
4. Harban Singh KS(2005) Engineering and Construction Contract Management: Pre-Contract Award Practice. Singapore: Lexis Nexis.
5. Harban Singh KS(2005) Engineering and Construction Contract Management: Commencement and Administration. Singapore: Lexis Nexis
6. Harban Singh KS(2005) Engineering and Construction Contract Management: Post-Commencement Practice. Singapore: Lexis Nexis.
7. Lim Chong Fong (2004). The Malaysian PWD Form of Construction Contract. Petaling Jaya, Selangor: Sweet & Maxwell Asia.
8. Murdoch, J & Hughes, W.(2005). Construction Contracts: Law & Management (4th Edition). London: E&FN Spon.
9. Standard Form of Contract to be used where Bills of Quantities form part of the Contract – PWD 203A (rev.2007), Government of Malaysia.
10. Uff, J (2009). Construction Law (10th Edition). London: Sweet & Maxwell Ltd.
 |
| 19 | Additional Information | none |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **PRINCIPLES OF MANAGEMENT** |
| 2 | Course Code | DPPQ 3622 |
| 3 | Name Of Academic Staff | NAME : NUR ASYURA BINTI MUHAMADQUALIFICATION : MASTER OF BUSINESS ADMINISTRATIONUNIVERSITY : UNIVERSITI UTARA MALAYSIA YEAR : 2010QUALIFICATION : BACHELOR OF TECHNOLOGY MANAGEMENTUNIVERSITY : UNIVERSITI TEKNOLOGI MALAYSIA YEAR : 2008 |
| 4 | Rationale Course Included In This Course | This course prepares the students to become future managers at various levels, be them in private or public organizations. They are introduced to basic principles and concepts in management and also exposed to the current trends in local and international organizations.  |
| 5 | Semester And Year Offered | Semester 6, Year 3 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centred | Lecture | 14 | 42 |
| Student Centred | Practical/Lab/Tutorial |  |
| SCL Activities | 28 |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) | 21 | 34 |
| Revision | 7 |
| Assessment Preparation | 6 |
| Formal Assessment | Continuous Assessment | 2 | 4 |
| Final Examination | 2 |
| Others |  |
| **Total SLT**  | **80** |
|  |
| 7 | Credit Value | 2 credit hours (1 credit lecture + 1 credit SCL)1 hour lecture x 14 weeks = 14 hours2 hours SCL x 14 weeks = 28 weeksTotal contact hours = 42 hours |
| 8 | Pre-Requisite | DDPQ 2538, DDPQ 2544 |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Differentiate theories of management and the history of management based on a  consideration of past developments as well as taking.CO2: Display the theories of organization which include the definition of organization, identification  of organization types and structures, the concept of culture applied to organizations, the  effect of changes in organizational culture and how they are managed.CO3: Compare the principle processes that occur in organizations which include the use of authority, the processes of motivation, leadership, communication and decision making.CO4: Work a good relationship, interaction with colleague and work effectively with other people to achieve mutual objectives. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Communication  | Discussion and Presentation | Individual & team |
| Team work | Tutorial, Project, Group Discussion | Team |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Q&A session, Exercises, Quiz, Test |
| Tutorial/SCL/Active learning | Assignments, Quiz, Test |
| Final Project | Submission of Project Work and Presentation |
|  |
| 12 | Synopsis | This course provides knowledge and develops understanding of the principles of management including the current changes and developments. It emphasizes the elements of organization, decision making, planning, leadership and motivation. It also serves as a platform to develop students’ skills and competencies in management. The course also provides the environment to develop students’ ability to create good relationship, interaction with colleague and work effectively with other people to achieve mutual objective. |
| 13 | Delivery Mode | Face-to-face lecture and discussion in classroom, group project 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 through project, tests, quizzes and assignments. 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:-**ProjectTest 1Test 2Quizzes & Assignments | **40%**10%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** |
| Introduction to Management | ✓ |  |  | ✓ |
| History and Evolution of Management | ✓ |  |  |  |
| Functions of Management |  | ✓ | ✓ | ✓ |
| Managing in the 21st Century |  | ✓ |  | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Introduction to Management | ✓ |  |  | ✓ |  |  | ✓ |  | ✓ |
| History and Evolution of Management | ✓ |  |  | ✓ |  | ✓ | ✓ |  |  |
| Functions of Management | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Managing in the 21st Century | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|  |
| 17 | Course Content and SLTK: LectureT: TutorialSCA: Student Centered ActivitiesA: AssessmentPK: Self LearningM: Week of Study  | **M** | **TAJUK** | **K** | **T/L SCA** | **A** | **PK** | **SLT** |
| 1 | **1.0 Introduction to Management**1.1 What Managers Do 1.2 Managerial Knowledge Skills and  Performance | 1 | 2 |  | 3 | 6 |
| 2 | **1.0Introduction to Management** 1.3Managerial Job Type 1.4 Learning to be an Effective Manager | 1 | 2 |  | 3 | 6 |
| 3-4 | **2.0 History and Evolution of Management** 2.1 Management School of Thoughts | 2 | 4 |  | 5 | 11 |
| 5-6 | **3.0 Functions of Management**3.1 Planning: Decision Making; Planning  Techniques and Decision Making Tools,  Goals and Organization Planning,  Strategic Planning | 2 | 4 | 0.5 | 5 | 11 .5 |
| 7 | **3.0 Functions of Management**3.2 Organizing: Organization Structure,  Departmentalization, Human Resource  and Job Task | 1 | 2 | 0.5 | 5 | 8 5 |
| 8-10 | **3.0 Functions of Management**3.3 Leading: Innovation and Management  Changes, Motivation, Leadership,  Communication and Interpersonal  Process, Teamwork | 3 | 6 | 0.5 | 5 | 14.5 |
| 11-12 | **3.0 Functions of Management**3.4 Controlling: Types and Strategic Control,  Steps in Control Process, Information  Systems and Control | 2 | 4 | 0.5 | 4 | 10.5 |
| 13-14 | **4.0 Managing in the 21st Century** 4.1 Managing Change and Innovation 4.2 Impact of ICT on Management Practices,  k-workers, k-Economy, e-Business 4.3 Developing a Global Perspectives 4.4 The Quest for Total Quality and  Continuous Improvement:* TQM
* System Theory
* Contingency Theory
 | 2 | 4 |  | 4 | 10 |
|  | Final Examination |  |  | 2 |  | 2 |
|  | **TOTAL** | **14** | **28** | **4** | **34** | **80** |
|  |
| 18 | References | 1. George, Jennifer M., & Jones, Gareth R. (2010). Contemporary Management (7th Edition). McGraw Hill.
2. Robbins, Stephen P, and Coulter, Mary. (2007). Management (9th Edition). Prentice Hall.
3. Whetten, David A., & Cameron, Kim S. (2007). Developing Management Skills (7th Edition). Pearson Prentice Hall.
 |
| 19 | Additional Information | none |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **BUILDING MAINTENANCE** |
| 2 | Course Code | DDPQ 3713 |
| 3 | Name Of Academic Staff | NAME : MARWAN KHALIS BIN ABDUL RAHIMQUALIFICATION : BACHELOR OF QUANTITY SURVEYER, UNIVERSITY : UNIVERSITI TEKNOLOGI MALAYSIA (UTM) YEAR : 2010 |
| 4 | Rationale Course Included In This Course | This subject consists of introduction to building maintenance management system, cause and defect on building components and material and building defects. It also explains the maintenance approach and functions, planning and develop maintenance system, building surveys works and procedures, organization of building maintenance management and preventive maintenance |
| 5 | Semester And Year Offered | Semester 6, Year 3 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centered | Lecture | 28 | 56 |
| Student Centered | Practical/Lab/Tutorial | 14 |
| Student Centered Activities-actives learning, project based learning | 14 |
| Others |  |
| Others |  |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) | Manual | 41.5 | 59 |
| Module, e-learning |  |
| Other |  |
| Revision | 10 |
| Assessment Preparation | 7.5 |
| Others |  |
| Formal Assessment | Continuous Assessment | Test 1 and 2 | 1.5 | 5 |
| Project, Academic visit | 0.5 |
| Presentation | 0.5 |
| 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 (4 hours x 14 weeks) |
| 8 | Pre-Requisite | None |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Describe and apply concept of building maintenance management systemCO2: Demonstrate basic concepts building maintenance to solve the building maintenance problemsCO3: Develop qualities of an effective team player and reporting information. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Recognize the theories | Note-Making, (PR),FE | Individual  |
| Sketch the construction techniques | Group Discussion, project | Individual & team |
| Communication skills | Presentation, project and academic visit | Individual& team |
| Team work | Presentation, project and academic visit | Individual& team |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Library visit, Free Topic Discussion |
| Tutorial/SCL/Active learning | Active and cooperative learning |
| Final Project | Submission of Project work ,independent study and academic visit report |
|  |
| 12 | Synopsis | This subject consists of introduction to building maintenance management system, cause and defect on building components and material and building defects. It also explains the maintenance approach and functions, planning and develop maintenance system, building surveys works and procedures, organization of building maintenance management and preventive maintenance |
| 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 tutorial, test and assignment. 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 1 and 2Project | **40%**20%20% |
| **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** |
| Introduction to building maintenance | ✓ |  |  |  |  |
| Building defects | ✓ |  | ✓ | ✓ |  |
| Building defect | ✓ |  | ✓ | ✓ |  |
| Building maintenance works | ✓ |  | ✓ | ✓ |  |
| Building maintenance system planning | ✓ | ✓ | ✓ | ✓ |  |
| Building survey procedure | ✓ |  | ✓ | ✓ |  |
| Organization on building maintenance management | ✓ |  | ✓ | ✓ |  |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Introduction to building maintenance | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Building defects | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Building defect | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Building maintenance works | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Building maintenance system planning | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Building survey procedure | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Organization on building maintenance management | ✓ |  |  | ✓ |  |  | ✓ |  |  |
|  |
| 17 | Course Content and SLTK: LectureT: TutorialSCA: Student Centred ActivitiesA: AssessmentPK: Self LearningM: Week of Study  | **M** | **TAJUK** | **K** | **T/L SCA** | **A** | **PK** | **SLT** |
| 1 | Introduction to building maintenance* 1. background introduction
	2. definition of building maintenance
	3. classification of building maintenance
	4. building maintenance management system
	5. general principle of building design
 | 3 | 3 |  | 10 | 16 |
| 2 | Building defects2.1 The types of building defect2.2 The several factors effecting building defect2.3 The cause and the types of building components defect2.4 The cause and the types of material defect2.5 The building maintenance objectives | 5 | 5 | 2.5 | 10 | 22.5 |
| 3 | Building maintenance works3.1 foundation3.2 roof3.3 staircase3.4 wall3.5 floor3.6 structure | 5 | 5 |  | 10 | 20 |
| 4 | Building maintenance system planning4.1 Types of building4.2 building maintenance method4.3 building maintenance approach and practical4.4 function of building maintenance | 5 | 5 | 2.5 | 10 | 22.5 |
| 5 | Building survey procedure5.1 Introduction5.2 tools and equipment for site inspection5.3 survey procedure and site inspection5.4 site inspection list5.5 survey and site inspection report | 5 | 5 |  | 10 | 20 |
| 6 | Organization on building maintenance management6.1 organization structure6.2 management hierarchy6.3 communication6.4 human factors | 5 | 5 |  | 9 | 19 |
|  | **TOTAL** | **28** | **28** | **5** | **59** | **120** |
|  |
| 18 | References | 1. Ryan Cruzan (2009). Manager’s Guide to Preventive Maintenance” Barrier Chatter and Peter
2. Swallow (2007). “ Building Maintenance Managment” Blackwell Publisher
3. Bearnard Lawis and Richard Payant (2007)” Facilities Managers Maintenance Handbook” .McGraw Hill
 |
| 19 | Additional Information | None |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **PROJECT PLANNING AND SCHEDULING**  |
| 2 | Course Code | DDPQ 3723 |
| 3 | Name Of Academic Staff | NAME : NIK NUR ‘ATIQAH BINTI MOHD BASHIRQUALIFICATION : BACHELOR OF QUANTITY SURVEYER, UNIVERSITY : UNIVERSITI TEKNOLOGI MALAYSIA (UTM) YEAR : 2013 |
| 4 | Rationale Course Included In This Course | This aim of this course is to provide knowledge and skills on the concepts, methods and techniques in construction planning, scheduling and control systems necessary for effectively managing a construction project. Emphasis will be placed on the skills and knowledge necessary to plan and schedule a project. Coordinator of manpower, materials, equipment, project funding, and cash flow are all concerns that must be monitored and controlled. Efficiency and use of the computers to facilitate the planning and scheduling process is integrated throughout the class. The course also provides the environment to develop students` ability to work effectively as a team member to achieve mutual objective, and to seek information from various sources. |
| 5 | Semester And Year Offered | Semester 6, Year 3 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centered | Lecture | 28 | 56 |
| Student Centered | Laboratory/Tutorial | 14 |
| Student Centered Activities | 14 |
| Others | - |
| Others |  |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) such as manual, assignment, module, e-learning, etc | 30 | 59.5 |
| Revision | 19.5 |
| Assessment Preparation | 10 |
| Others | - |
| Formal Assessment | Continuous Assessment | 2 | 4.5 |
| 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 (4 hours x 14 weeks) |
| 8 | Pre-Requisite | Student must pass all course for Semester 5 before proceed to semester 6.  |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Apply the principles, concepts, techniques and usage of various types of project scheduling and control.CO2: Use the project documents and translating them into a project schedule, including the determination of project activities, logic, and durations.CO3: Construct the work schedule for resource management and progress monitoring, control and reporting.CO4: Demonstrate an effective communication skills and able to seek and manage information and activities. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Recognize the theories | Note-Making, (PR),FE | Individual  |
| Sketch the construction techniques | Group Discussion, project | Individual & team |
| Communications skills  | Presentation, project and academic visit | Individual & team |
| Team work | Presentation, project and academic visit | Individual & team |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Library visit, Free Topic Discussion |
| Tutorial/SCL/Active learning | Active and cooperative learning |
| Final Project | Submission of Project work, independent study and academic visit report. |
|  |
| 12 | Synopsis | This aim of this course is to provide knowledge and skills on the concepts, methods and techniques in construction planning, scheduling and control systems necessary for effectively managing a construction project. Emphasis will be placed on the skills and knowledge necessary to plan and schedule a project. Coordinator of manpower, materials, equipment, project funding, and cash flow are all concerns that must be monitored and controlled. Efficiency and use of the computers to facilitate the planning and scheduling process is integrated throughout the class. The course also provides the environment to develop students` ability to work effectively as a team member to achieve mutual objective, and to seek information from various sources. |
| 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:-**TestTutorialProject | **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’. |
| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | **CO1** | **CO2** | **CO3** | **CO4** |
| Introduction to construction planning and scheduling | ✓ |  |  |  |
| Bar/ Gantt chart | ✓ |  |  |  |
| Basic Networks | ✓ | ✓ |  | ✓ |
| The Critical part method (CPM) | ✓ | ✓ |  | ✓ |
| Precedence Networks | ✓ | ✓ |  | ✓ |
| Computerized Scheduling  | ✓ |  | ✓ |  |
| Other Scheduling Methods | ✓ |  | ✓ |  |
|  |  |  |  |  |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Introduction to construction planning and scheduling | ✓ |  | ✓ |  |  |  |  |  |  |
| Bar/ Gantt chart | ✓ |  |  |  |  | ✓ |  |  |  |
| Basic Networks | ✓ |  |  |  |  | ✓ |  |  |  |
| The Critical part method (CPM) | ✓ |  | ✓ |  |  | ✓ |  |  |  |
| Precedence Networks | ✓ |  |  |  |  |  |  |  |  |
| Computerized Scheduling  | ✓ |  | ✓ |  |  | ✓ |  |  |  |
| Other Scheduling Methods | ✓ |  | ✓ |  |  | ✓ |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |
| 17 | Course Content and SLTK: LectureT: TutorialSCA: Student Centred ActivitiesA: AssessmentPK: Self LearningM: Week of Study  | **M** | **TAJUK** | **K** | **T/L SCA** | **A** | **PK** | **SLT** |
| 1 | **1.0 Introduction to construction planning and scheduling** 1.1 What is project planning and scheduling?1.2 The importance of project control.1.3 Why schedule project?1.4 The scheduler: knowledge, skill and characteristic required1.5 Scheduling and project management | 2 | 2 |  | 5 | 9 |
| 2-3 | **2.0 Bar Gantt Chart**2.1 History of bar chart 2.2 Creating bar charts.2.3 Showing progress on bar chart2.4 Updating bar chart2.5 Creating bar chat with computer 2.6 Advantages and disadvantages of bar chart. | 4 | 4 | 1 | 8 | 17 |
| 4-5 | **3.0 Basic Networks**3.1 Arrow network: the logic, notation, dummy activities, redundancies3.2 Node network: lag and leads, node diagram drawing technique.3.3 Comparison of arrow and node networks.3.4 Networks versus bar charts: effective use of bar charts with network, time-scaled logic diagram | 4 | 4 |  | 8 | 16 |
| 6-7 | **4.0 The critical part method (CPM)**4.1 Development and features of CPM4.2 Steps required to schedule a project 4.3 Creating the network logic diagram: breakdown the project into activities, use of work breakdown structures (WBS), creating the network logic arrows4.4 Method statement4.5 Determining durations4.6 Network analysis: calculating start and finish dates, calculating total shared, free, independent, and negative float, determining critical path, determining the effect of a change or delay, converting work days to calendar days.  | 4 | 4 | 1 | 8 | 17 |
| 8 | **MID SEMESTER BREAK** |  |  |  |  |  |
| 9-10 | **5.0 Precedence networks**5.1 Conventions for precedence diagrams5.2 Precedence logic5.3 Precedence diagramming5.4 Network analysis for precedence diagram. | 4 | 4 | 1 | 8 | 17 |
| 11-12 | **6.0 Computerized Scheduling** 6.1 Comparison of popular project management software6.2 Managing project using Microsoft Project6.3 Managing project using Primavera for contractor | 4 | 4 | 1 | 8 | 17 |
| 13-15 | **7.0 Other scheduling Methods**7.1 Program Evaluation and Review Technique (PERT)7.2 Graphical Evaluation and Review Technique (GERT)7.3 Liner Scheduling Method (LSM) | 6 | 6 | 1 | 11.5 | 24.5 |
| 16 | Final Examination |  |  | 2.5 |  | 2.5 |
|  | **TOTAL** | **28** | **28** | **7.5** | **56.5** | **120** |
|  |
| 18 | References | **Main References:**1. Hajdu M., (2009). Network Scheduling Techniques for Constrution Project Management (1st Edition). Springer
2. Cooke, B. And Williams, P. (2004) Construction Planning, Programming and Control, 2nd Edition, London: Blackwell Publishing.
3. Fellows, R., Langford, D. , Newcombe, R. And urry, S., (2002). Constuction Management in Practice (2nd Edition). London: Blackwell Sceince.
4. Fisk, E. R. (2003) Construction Project Administration, 7th Edition, London: Prentice Hall.
5. Harris, F. And McCaffer, R. & Edum-Fotwe,F. (2006) Modern Constrution Management, 6th Edition London: Blackwell Publishing.

**Additional References:**1. Hinze, J.W. (2008). Construction planning and scheduling. Upper Saddle River, N.J : Pearson Education International.
2. Newitt, J.S. (2005). Constrution Scheduling: Principles and Practise. Upper Saddler River, N.J.: Pearson/ Prentice Hall.
3. Schexnayder, C.J. and Mayo, M (2004) Construction Management Fundementals, international Editional Edition, McGraw Hill.
 |
| 19 | Additional Information | None |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **COMPUTER APPLICATION IN QUANTITY SURVEYING** |
| 2 | Course Code | DDPQ3733 |
| 3 | Name Of Academic Staff | NAME : NURUL ILIANI BINTI MOHAMEDQUALIFICATION : BACHELOR OF COMPUTER SCIENCE UNIVERSITI SAINS MALAYSIA, 2009 |
| 4 | Rationale Course Included In This Course | This course is designed to provide applications software related to Quantity Surveying profession. Areas of study include data analysis using spreadsheet software, Computer Aids Cost Estimating, Computer Aids Design, Project Management Software and statistical analysis using Statistical Package for the Social Sciences (SPSS).  |
| 5 | Semester And Year Offered | Semester 6, Year 3 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centered | Lecture | 14 | 70 |
| Student Centered Activities | Laboratory/Tutorial | 28 |
| Others | 28 |
| Others |  |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) | Manual | 3 | 45.5 |
| Assignment | 4 |
| Module |  |
| Project | 10 |
| Group Discussion | 5 |
| Others | 3.5 |
| Revision | 13 |
| Assessment Preparation | 7 |
| Others |  |
| Formal Assessment | Continuous Assessment | Quizzes |  | 4.5 |
| Test | 2 |
| Lab  |  |
| Final Examination | 2.5 |
| Others |  |
| **Total SLT** | **120** |
|  |
| 7 | Credit Value | 3credit hours (2credit hours lecture + 1 credit SCA\*)1contact hours for lecture x 14 weeks = 14hours4contact hours for SCA\* x 14 week = 56 hoursTotal contact hours = 70hours\*SCA – consist of tutorial, presentation, discussion, practical in laboratory and others. |
| 8 | Pre-Requisite | None |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Demonstrate the functionality and interaction among the major computer application related to Quantity Surveying professionCO2: Display the proficiency in the use of various personal productivity software and internet applicationsCO3: Display effective communication skills orally and writtenCO4: Initiate to acquire and manage relevant information from various source |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Analyzing and problem solving | Test, quizzes, assignment, final examination, tutorial, project. | Individual & team |
| Communication | Q&A, discussion, project presentation. | Individual& team |
| Time management | Assignment, Project | Individual, Team |
| Team work | Assignment, Project | Team |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Q&A, exercises, test, quizzes, assignment, final examination |
| Tutorial/SCL/Active learning | Q&A and discussion |
| Practical in laboratory | Project  |
|  |
| 12 | Synopsis | This course is designed to provide applications software related to Quantity Surveying profession. Areas of study include data analysis using spreadsheet software, Computer Aids Cost Estimating, Computer Aids Design, Project Management Software and statistical analysis using Statistical Package for the Social Sciences (SPSS).  |
| 13 | Delivery Mode | Face to face in classroom and laboratory activities.  |
| 14 | Type And Assessment Method | Assessment consists of Course Work and Final Examination. The course works are evaluated continuously throughout the semester by test, quizzes, assignment, and others. 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:-**Assignments (2)Tutorial (2)Hands-on (3)Project (1)Test (2) | **40%**5%4%6%5%20% |
| **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 Computer Application | ✓ | ✓ |  |  |
| Spreadsheet Software | ✓ | ✓ | ✓ | ✓ |
| Computer Aids Cost Estimating | ✓ | ✓ | ✓ | ✓ |
| Computer Aids Design | ✓ | ✓ | ✓ | ✓ |
| Project Management Software | ✓ | ✓ | ✓ | ✓ |
| Statistical Package for the Social Sciences (SPSS) | ✓ | ✓ | ✓ | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Introduction to Computer Application | ✓ |  |  |  |  |  |  |  |  |
| Spreadsheet Software | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
| Computer Aids Cost Estimating | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
| Computer Aids Design | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
| Project Management Software | ✓ | ✓ |  |  | ✓ |  | ✓ | ✓ |  |
| Statistical Package for the Social Sciences (SPSS) | ✓ | ✓ |  |  | ✓ |  | ✓ | ✓ |  |
|  |
| 17 | Course Content and SLTK: LectureT: TutorialL: LaboratoryA: AssessmentSCA: Student Centered ActivitiesPK: Self LearningM: Week of Study | **M** | **TAJUK** | **K** | **SCA** | **A** | **PK** | **SLT** |
| 1 | 1. Introduction to Computer Application
	1. Current software application in construction industry
	2. Computer application related to quantity surveying profession
 | 1 | 2L1 | 1 | 2 | 7 |
| 2-3 | **2.0 Spreadsheet Software**2.1 Using spreadsheet software for data analysis2.2 Manipulate data involved in quantity surveying | 2 | 4L4 | 2 | 6 | 18 |
| 4-7 | **3.0 Computer Aids Cost Estimating**3.1 Introduction to Computer Aids Cost Estimating3.2 Using Build soft Global Estimating Software | 4 | 8L7 | 2 | 10 | 31 |
| 9-10 | **4.0 Computer Aids Design**4.1 Introduction to Computer Aids Design4.2 Using of AutoCAD | 2 | 4L4 | 2 | 6 | 18 |
| 11-13 | **5.0 Project Management Software**5.1Introduction to Project Management Software5.2 Using of Microsoft Project 5.3 Using of Primavera Project Planner | 3 | 6L6 | 1 | 8 | 24 |
| 14-15 | **6.0 Statistical Package for the Social Sciences (SPSS)**6.1 Introduction to SPSS6.2 Using of SPSS | 2 | 4L4 | 1 | 6.5 | 17.5 |
|  | **Project Presentation** |  | 2 |  |  | 2 |
|  | **Study Week** |  |  |  |  |  |
|  | Final Examination |  |  | 2.5 |  | 2.5 |
|  | **Total** | **14** | **56** | **11.5** | **38.5** | **120** |
|  |
| 18 | References | 1. Greene, J and Stellman, A (2010). Applied Software Project Management. USA: O’reilly
2. Marmel, Elaine J. (2007). Microsoft Project 2007 bible. Hoboken, NJ: Wiley Publishing
3. O. George. (2009). Introducing autoCAD 2009 and autoCAD LT 2009. Indianapolis, IN: Sybex
4. Obrien, James A. & Marakas, George M. (2008). Introduction to Information System. Boston, MA: McGraw Hill
5. Peterson, Steven J. (2007). Construction estimating using excel. Upper Saddle River, NJ: Pearson/Prentice Hall
 |
| 19 | Additional Information | Laboratory activities:

|  |  |  |
| --- | --- | --- |
| **No** | **Topics of The Course** | **Contact Hours** |
| 1 | Introduction to Computer Application | 2 |
| 2 | Spreadsheet Software | 4 |
| 3 | Computer Aids Cost Estimating | 8 |
| 4 | Computer Aids Design | 4 |
| 5 | Project Management Software | 6 |
| 6 | Statistical Package for the Social Sciences (SPSS) | 4 |
|  | Total | 28 |

 |