Jadual 3: Ringkasan Maklumat Setiap Modul / Kursus

**Senarai Kursus Semester 1 / Tahun 1**

|  |  |  |
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| **BIL** | **KODKURSUS** | **NAMA KURSUS** |
| 1 | DDPQ 1113 | CONSTRUCTION TECHNOLOGY I |
| 2 | DDPQ 1122 | CONSTRUCTION DRAWING |
| 3 | DDPQ 1213 | INTRODUCTION TO MEASUREMENT |
| 4 | DDPQ 1312 | CONSTRUCTION MATHEMATICS |
| 5 | DDPQ 1512 | PROFESSIONAL PRACTICE I |
| 6 | DDPQ 1612 | INFORMATION COMMUNICATION TECHNOLOGY |
| 7 | ULAB 1022 | ENGLISH PROFICIENCY |
| 8 | UICI 1012 | TITAS |

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| --- | --- | --- |
| 1 | Course Name | **CONSTRUCTION TECHNOLOGY I**  |
| 2 | Course Code | DDPQ 1113 |
| 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 is to provide students with knowledge in construction design and construction methods of various building component such as sub-structure, super-structure and finishes of low rise building. |
| 5 | Semester And Year Offered | Semester 1, Year 1 |
| 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-actives learning,project based learning | 14 |
| Others |  |
| Others |  |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) | Manual | 15 | 59.5 |
| Module, e-learning | 15.5 |
| Other |  |
| Revision( 10 hours lecture x2) | 22 |
| Assessment Preparation(5 hourx2 ) | 7 |
| Others |  |
| Formal Assessment | Continuous Assessment | Test 1 and 2 | 1 | 4.5 |
| Project, Academic visit | 0.5 |
| Tutorial | 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: Recognise the substructure works,superstructure work and finishes worksCO2: Sketch the construction techniques and methods used in the construction of sub structures and superstructure of low rise domesticCO3: Display effective communication skills and able to seek and manage information and activiiesCO4: Work effectively in a team |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Recognise the theories | Note-Making, (PR),FE | Individual  |
| Sketch the construction techniques | Group Discussion, project | Individual & team |
| Communication skills | Presentation,project and accedemic visit | Individual & team |
| Team work | Presentation,project and accedemic 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 course will covers the aspects of design principles, method, techniques and process of construction, fixing, assembling of the various elements and components of residential and commercial building less than 5-storey heights |
| 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 2TutorialAcademices visitProject | **40%**20%5%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** | **CO5** |
| Site Works | ✓ |  |  |  |  |
| Substructure | ✓ |  | ✓ | ✓ |  |
| Superstructure | ✓ |  | ✓ | ✓ |  |
| Upper Floor | ✓ |  | ✓ | ✓ |  |
| Wall | ✓ | ✓ | ✓ | ✓ |  |
| Roof | ✓ |  | ✓ | ✓ |  |
| Ceilling | ✓ |  | ✓ | ✓ |  |
| Door | ✓ |  | ✓ |  |  |
| Window | ✓ |  | ✓ |  |  |
| Stairs | ✓ |  |  | ✓ |  |
| Finishes |  |  |  |  |  |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Site Works | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Substructure | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Superstructure | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Upper Floor | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Wall | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Roof | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Ceilling | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Door | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Window | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Stairs | ✓ |  |  | ✓ |  |  | ✓ |  |  |
| Finishes |  |  |  |  |  |  |  |  |  |
|  |
| 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 | Site Works* 1. Definitions and purpose of site work
	2. Operations of site works
 | 3 | 3 |  | 5 | 10 |
| 2 | Substructure2.1 Definition of substructure2.2 Excavation2.3 Foundation2.4 Ground Floor | 3 | 3 | 0.9 | 5 | 10 |
| 3 | Superstructure3.1 Definition of Superstructure3.2 Types of frame | 3 | 3 |  | 5 | 10 |
| 4 | Upper Floor4.1 Definition of Upper Floor and Function4.2 Upper Floor selection4.3 Types of Upper Floor | 3 | 3 | 0.9 | 5 | 10 |
| 5 | Wall5.1 Definition of Wall and Function5.2 Types of Wall | 3 | 3 |  | 5 | 10 |
| 6 | Roof6.1 Definition and function of roof6.2 Basic of roof6.3 Classification of roof6.4 Compenent of pitch roof6.5 Roof finishes | 3 | 3 |  | 5 | 10 |
| 7 | Ceilling7.1 Definition and function of ceilling7.2 Types of ceilling7.3 Suspended ceilling | 3 | 3 | 0.9 | 5 | 10 |
| 8 | Door8.1 Definition and function of door8.2 Types of door8.3 Door frames and door leaf8.4 Ironmongery | 3 | 3 | 0.9 | 5 | 10 |
| 9 | Window9.1 Definition and function of window9.2 Types of window9.3 Window frame and window leaf9.4 Ironmongery | 2 | 2 |  | 5 | 10 |
| 10 | Stairs10.1 Definition and function of stairs10.2 Terminologies of stairs10.3 Types of stairs | 1 | 1 |  | 8 | 15 |
| 11 | Finishes11.1 Definitions of finishes11.2 Types of finishes | 1 | 1 | 0.9 | 6.5 | 15 |
|  | **TOTAL** | 28 | 28 | 4.5 | 59.5 | 120 |
|  |
| 18 | References | 1. Allen, E. And Iano, J.(2008). Fundementals of Building Construction Materials and Methods (5th Edition).New Jersey: John Wiley and Son Inc
2. Beer, G. (2009). Technology Innovation in Underground Construction (1st Edition).United Kingdom:CRC Press.
3. Ching, F.D.(2008). Building Construction IIIustrated (4th Edition).New Jersey: John Wileynand Son Inc.
4. Ching,Francis D.K.(2001).Building Construction iIIustrated (3rd Ed).New York:John Willey
5. Chudley,R.and Greeno,RR(2010)Building Construction Handbook(10th Edition).United Kingdom:Butterworth-Heinemann
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| 19 | Additional Information | None |

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| 1 | Course Name | **CONSTRUCTION DRAWING** |
| 2 | Course Code | DDPQ 1122 |
| 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 is needed to give the overview and understanding the theoretical and practical aspects of technical and building drawing practices. |
| 5 | Semester And Year Offered | Semester 1, year 1 |
| 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 | Practical/Tutorial | 14 |
| Student Centered Activities |  |
| Others |  |
| Others |  |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) | Assignment | 12 | 33.5 |
| e- Learning | 8 |
| Manual | 5.5 |
| Module | 3 |
| Others | 3 |
| Revision | 1 |
| Assessment Preparation | 1 |
| Others |  |
| Formal Assessment | Continuous Assessment | Quizzes | 3 | 4.5 |
| Test | 1 |
| Presentation | 0.5 |
| Final Examination |  |
| Others |  |
| **Total SLT** | **80** |
|  |
| 7 | Credit Value | 2 credit hours (1 credit hours lecture + 2 credit hour others\*)1 contact hours for lecture x 14 weeks = 14 hoursTotal contact hours = 42 hours (3 hours X 14 weeks)\*Others – consist of tutorial and presentation. |
| 8 | Pre-Requisite | None |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Demonstrate building and engineering drawings and all common symbolsCO2: Prepare plan, elevation, cross section, detailed drawing and 3D view of a simple building and interpret them for measurement and construction processCO3: Display effective communication skills and able to seek and manage information and activities CO4: Work effectively in a team |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Analysing 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, final examination |
| Tutorial/SCL/Active learning | Q&A and discussion |
|  |
| 12 | Synopsis | This course will cover the theoretical and practical aspects of technical and building drawing practices including the process and tools of the production of the drawing |
| 13 | Delivery Mode | Face to face in classroom and self learning.  |
| 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:-**Test 1Test 2AssignmentProject | **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 Course | ✓ |  |  |  |
| Types of Drawing Produced for Building Construction | ✓ |  |  |  |
| The Principles of Building Drawings |  | ✓ |  |  |
| Shapes and Geometry |  | ✓ |  |  |
| Development of the Automation and Computerization of Building Design and Drafting |  | ✓ |  |  |
| The Principles and Practical Application of Projections |  |  | ✓ |  |
| Standard and Standardization of the production of Drawing |  |  |  | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| Introduction to Course | ✓ |  |  |  |  |  |  |  |  |
| Types of Drawing Produced for Building Construction | ✓ |  |  |  |  |  |  |  |  |
| The Principles of Building Drawings | ✓ |  |  |  |  |  | ✓ |  |  |
| Shapes and Geometry | ✓ |  |  |  |  |  |  |  |  |
| Development of the Automation and Computerization of Building Design and Drafting | ✓ |  |  |  |  |  | ✓ |  |  |
| The Principles and Practical Application of Projections | ✓ |  |  |  |  |  | ✓ |  |  |
| Standard and Standardization of the Production of Drawing | ✓ |  |  |  |  |  | ✓ |  |  |
| Introduction to course | ✓ |  |  |  |  |  |  |  |  |
| Types of Drawing Produced for Building Construction | ✓ |  |  |  |  |  | ✓ |  |  |
| The Principles of Building Drawings | ✓ |  |  |  |  |  | ✓ |  |  |
|  |
| 17 | Course Content and SLTK: LectureT: TutorialL: LaboratoryA: AssessmentPK: Self LearningM: Week of Study  | **M** | **TITLE** | **K** | **T** | **A** | **PK** | **SLT** |
| 1 | 1. **Introduction To Course**

1.1 Construction / Building drawing and their importance in construction environment | 1 |  | 1 | 8 | 10 |
| 2 | **2.0 Types of Drawing Produced for Building Construction** 2.1 Classification of Drawing2.2 Function of Different types of Drawing2.3 Person involved in Producing Drawing2.4 Drawing size | 1 |  | 1 | 8 | 10 |
| 3 | 1. **The Principles of Building Drawings**
	1. Layout, Margin, Title Panel, Lines, Reference Grid, Dimensioning, Lettering, Scales, Graphical Symbols and Representations
 | 1 |  | 1 | 8 | 10 |
| 4 | 1. **Shapes and geometry**
 | 1 |  | 1 | 8 | 10 |
| 5-6 | 1. **Development of the Automation and Computerization of Building Design and Drafting**

5.1 The Impact on Information Production for Construction5.2 Production of Drawing using CAD software | 2 |  | 2 | 8 | 12 |
| 7-14 | 1. **The principles and practical Application of Projections:**

6.1 Orthographic Projection – First and Third Angle Projection 6.2 Isometric Drawing6.3 Sectional View6.4 True Length | 7 |  | 3 | 8 | 18 |
| 8 | Semester Break |
| 15 | **7.0 Standard and Standardization of the Production of Drawing** | 1 |  | 1 | 8 | 10 |
|  | Total | 14 |  | 10 | 56 | 80 |
|  |
| 18 | References | 1. Kirkpatrick, J.M.(2005). *The AutoCAD book: drawing, modeling and applications using autoCAD 2005*. Upper Saddle River, NJ : Pearson/Prentice Hall.
2. Spencer, H.C.(2004). *Basic Techinical Drawing*. New York: Glencoe/Mcraw-Hill.
3. Fukai, F. (2003). *Graphic communications in construction*. Upper Saddle River, NJ : Prentice Hall.
4. Huth, M.W. (2000). *Understanding construction drawings* (3rd Edition). New York: Delmar Publishing.
5. Razman Mainal et.al. (1996). *Lukisan Kejuteraan Asas*. UTM.
6. Elcheikh, A. (1995). *An introduction to drawings for Civil Engineers*. New York: McGraw-Hill.
 |
| 19 | Additional Information | None |

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| 1 | Course Name | **INTRODUCTION TO MEASUREMENT** |
| 2 | Course Code | DDPQ 1213 |
| 3 | Name Of Academic Staf | NAME : MARWAN KHALIS BIN ABDUL RAHIMQUALIFICATION : BACHELOR OF QUANTITY SURVEYER, UNIVERSITY : UNIVERSITI TEKNOLOGI MALAYSIA (UTM) YEAR : 2010 |
| 4 | Rationale Course Included In This Course | The aim of this 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 introduces the concept and principles of measurement and the quantification of building works and its relationship with the preparation of tender document and costing.  |
| 5 | Semester And Year Offered | Semester 1, Year 1 |
| 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 | Lab/Tutorial | 14 |
| Student Centred Activities | 14 |
| Others |  |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) such as manual, assignment, module, e-learning, etc. | 15 | 59.5 |
| Revision | 15 |
| Assessment Preparation | 15 |
| Others | 14.5 |
| 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 + 14 hours lab/tutorial + 14 hours 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: Demonstrate the concept and principles of measurement and quantification. CO2: Demonstrate the purpose and function of measurement and quantification for  documentation and costing purposes.CO3: Measure simple mathematics in the measurement and quantification of various shapes.CO4: Develop and communicate ideas clearly and logically in spoken and written form. CO5: Work effectively in a team. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Reading Academic Text | Note-Making, Group Discussion | Individual & team |
| Studio Work | Studio work in a team | Individual & team |
| Work effectively in a team | Commitment in group work | Team |
| MyLine Search Materials | MyLine Self Access | Individual |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture/Discussion | Library visit, Free Topic Discussion |
| Studio Work | Submission of Studio work |
| Group Project | Submission of Project work |
|  |
| 12 | Synopsis | The aim of this 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 introduces the concept and principles of measurement and the quantification of building works and its relationship with the preparation of tender document and costing. The course will focus on the application of the principles of measurement and the introduction to the Malaysian Standard Method of Measurement (SMM2). |
| 13 | Delivery Mode | Lecture and discussion, studio work, independent study and group project. |
| 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, studio work, independent study and cooperative learning. 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 WorkProjectTestsQuiz | **40%**12%5%20%3% |
| **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 Measurement | ✓ | ✓ |  |  |  |
| Principles of Measurement |  |  | ✓ |  |  |
| Introduction to the Standard Method of Measurement/SMM |  |  | ✓ | ✓ |  |
| Planning of Measurement/Taking-Off Works |  |  | ✓ | ✓ | ✓ |
| Application of Mathematics in Measurement for Mean Girth, Floor Area, Linear and Volume of Elements |  |  | ✓ | ✓ |  |
| Study on the Clauses in the SMM2 |  |  |  | ✓ | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** |
| Introduction to Measurement | ✓ |  |  |  |  |
| Principles of Measurement | ✓ |  |  |  |  |
| Introduction to the Standard Method of Measurement/SMM |  |  | ✓ |  |  |
| Planning of Measurement/Taking-Off Works |  |  | ✓ | ✓ | ✓ |
| Application of Mathematics in Measurement for Mean Girth, Floor Area, Linear and Volume of Elements |  |  | ✓ | ✓ | ✓ |
| Study on the Clauses in the SMM2 |  |  |  | ✓ |  |
|  |
| 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 Measurement**1.1 The purpose and need of measurement and quantification of construction works and its relationship to estimating, preparation of BQ, tender and contract documents | 4 | 4 |  | 8 | 20 |
| 2-4 | **2.0 Principles of Measurement**2.1 Principles and application of measurement practice2.2 Types of measurement and method of billing2.3 Measurement tools  | 4 | 4 |  | 8 | 20 |
| 5-6 | **3.0 Introduction to the Standard Method of Measurement/SMM**3.1 The need for the standardization of measurement3.2 Concept of measured items and its components3.3 Measurement units : linear, area, volume and number | 4 | 4 |  | 8 | 20 |
| 6-8 | **4.0 Planning of Measurement/Taking-Off Works**4.1 Preparation of taking off list4.2 Understanding and interpretation of various types of drawings4.3 Query list4.4 Types of dimension papers4.5 Use of side cast and side notes | 4 | 4 | 1.5 | 12 | 20 |
| 9-12 | **5.0 Application of Mathematics in Measurement for Mean Girth, Floor Area, Linear and Volume of Elements**  | 4 | 4 |  | 12 | 20 |
| 13-15 | **6.0 Study on the Clauses in the SMM2**6.1 Section A – General rules6.2 Section D – Excavation and Earthworks  | 8 | 8 | 1 | 11.5 | 10 |
|  | Final Examination |  |  | 2 |  | 10 |
|  | **TOTAL** | 28 | 28 | 4.5 | 59.5 | 120 |
|  |
| 18 | References | 1. Bittinger, M. L. (2007). *Basic Mathematics*, Boston, MA: Pearson/Addison Wesley.
2. Boughton, B. W. and Ballard, P. J. (Terjemahan Zubaidah Ramli) (1993). *Matematik Binaan, Jilis I,*  Kuala Lumpur: Dewan Bahasa dan Pustaka.
3. Boughton, B. W. and Ballard, P. J. (Terjemahan Zubaidah Ramli) (1993). *Matematik Binaan, Jilis II,*  Kuala Lumpur: Dewan Bahasa dan Pustaka.
4. Brase, C. H. and Brase C. P. (2010). *Understanding Basic Statistics,* 5th Edition,Belmont, CA: Brooks Cole.
5. Prior, R.H. (2007). *Basic Mathematics,* Boston, MA: Pearson Education.
6. Sher, W. (1996). *Computer-Aided Estimating : A Guide To Good Practice*, Harlow, Eng. Longman.
7. Virdi, Surinder Singh (2007). *Construction Mathematics,* Elsevier, England.
 |
| 19 | Additional Information | None |

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| 1 | Course Name | **CONSTRUCTION MATHEMATICS**  |
| 2 | Course Code | DDPQ 1312 |
| 3 | Name Of Academic Staf | NAME : NORHAIDA BINTI BAHRULDINQUALIFICATION : IJAZAH SARJANA MUDA STATISTIK INDUSTRI DENGAN KEPUJIANUNIVERSITY : UNIVERSITI UTARA MALAYSIA YEAR : 2010 |
| 4 | Rationale Course Included In This Course | Quantity surveying is a technical discipline which requires the collection, processing and use of numerical data. It is therefore essential that students develop an acceptable understanding of the mathematical methods and techniques required for those key activities, and of how to apply them correctly.  |
| 5 | Semester And Year Offered | Semester 1, Year 1 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centred | Lecture | 28 | 42 |
| Student Centred | Lab/Tutorial | 14 |
| Student Centred Activities |  |
| Others |  |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) such as manual, assignment, module, e-learning, etc. | 11 | 34 |
| Revision | 11 |
| Assessment Preparation | 12 |
| Others |  |
| Formal Assessment | Continuous Assessment | 2 | 4 |
| Final Examination | 2 |
| Others |  |
|  **Total SLT** | **80** |
|  |
| 7 | Credit Value | 2 credit hours (1 + 1 credit hours others\*)\*others – consist of 28 lecture hours + 14 hours lab/tutorial .Total contact hours = 42 hours |
| 8 | Pre-Requisite | None |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Apply the basic mathematical techniques and methods used to manipulate and/or solve formulae, equations and algebraic expressions. CO2: Apply mathematical techniques to solve practical construction problems involving  perimeters, areas and volumes.CO3: Apply a variety of geometric and trigonometric techniques to solve practical construction problems.CO4: Manipulate a variety of graphical and statistical techniques to solve practical construction problems. 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 Speeech |
| Final Project | Submission of Project work |
|  |
| 12 | Synopsis | Quantity surveying is a technical discipline which requires the collection, processing and use of numerical data. It is therefore essential that students develop an acceptable understanding of the mathematical methods and techniques required for those key activities, and of how to apply them correctly. This course explores the rules for manipulation of formulae and equations, calculation of lengths, areas and volumes, determination of trigonometric and geometric properties, and the application of graphical and statistical techniques. Upon completion, students will be able to select and apply appropriate mathematical techniques to address a wide variety of standard, practical, industry-related problems. |
| 13 | Delivery Mode | Lecture and discussion, independent study and active and cooperative 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, independent study and active and cooperative learning. Final examination is done formally at the end of the semester, organized by Examination Unit or Commitee. The distribution of course work marks are as follows:-

|  |  |
| --- | --- |
| **Course Work:-**Tutorials TestsQuiz | **40%**14%20%6% |
| **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 Construction Mathematics | ✓ |  |  |  |  |
| Basic Algebra and Formulae | ✓ | ✓ |  |  |  |
| Graphical Techniques and Mathematical Units | ✓ | ✓ |  |  |  |
| Statistics |  |  |  | ✓ |  |
| Geometry |  |  | ✓ |  |  |
| Perimeters, Areas and Volumes |  |  | ✓ |  |  |
| Trigonometric Techniques |  |  |  | ✓ |  |
| Progressions and Financial Mathematics |  |  |  | ✓ |  |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** |
| Introduction to Construction Mathematics | ✓ |  |  |  |  |
| Basic Algebra and Formulae | ✓ |  |  |  |  |
| Graphical Techniques and Mathematical Units |  |  | ✓ |  |  |
| Statistics |  |  | ✓ |  |  |
| Geometry | ✓ |  |  |  |  |
| Perimeters, Areas and Volumes | ✓ |  |  |  |  |
| Trigonometric Techniques | ✓ |  |  |  |  |
| Progressions and Financial Mathematics |  |  |  |  | ✓ |
|  |
| 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** |
| 1-2 | **1.0 Introduction to Construction Mathematics**1.1 The concept of number1.2 Numbers and integers; Mathematical operators; rounding1.3 Indices and logarithms; decimal places; significant figures1.4 Fractions and percentages1.5 Approximation; Truncation errors and accuracy | 4 | 2 |  | 6 | 6 |
| 3 | **2.0** **Basic Algebra and Formulae**2.1 Formulae, equations and algebraic  expressions2.2 Linear, quadratic and simultaneous  equations | 2 | 1 | 1 | 4 | 12 |
| 4-5 | **3.0 Graphical Techniques and Mathematical**  **Units**3.1 Cartesian axes and coordinates3.2 Intersections of graph lines with axes3.3 Gradients of straight lines and curves3.4 Equations of graphs3.5 Solution of simultaneous and quadratic  equations3.6 Units and conversions | 6 | 3 |  | 6 |  |
| 6-7 | **4.0 Statistics**4.1 Types of data4.2 Mean, median, mode and the standard  deviation4.3 Cumulative frequency, quartiles, quartile range4.4 Method of visual presentation4.5 The normal distribution | 6 | 3 | 2 | 6 | 15 |
| 8 | **5.0 Geometry** 5.1 Properties of angles, curves and planes5.2 Polygon, triangles and quadrilaterals5.3 The circle | 4 | 2 |  | 4 |  |
| 9-11 | **6.0 Perimeters, Areas and Volumes**6.1 Calculations for perimeters of simple and  compound shapes6.2 Calculations for regular and irregular surface  areas and volumes; midordinate rule;  trapezoidal rule; Simpson’s rule  | 2 | 1 | 1 | 4 | 14 |
| 12-13 | **7.0 Trigonometric Techniques**7.1 Sine, cosine, tangent ratios7.2 Sine rule, cosine rule, and triangle area rules | 2 | 1 |  | 2 | 14 |
| 14 | **8.0 Progressions and Financial Mathematics**8.1 Arithmetic and geometric progressions8.2 Simple interest, compound interest8.3 Discounted rates and present values | 2 | 1 |  | 2 | 3 |
|  | Final Examination |  |  |  |  | 16 |
|  | **TOTAL** | 28 | 14 | 4 | 34 | 80 |
|  |
| 18 | References | 1. Brase, C. H. and Brase C. P. (2010). *Understanding Basic Statistics,* 5th Edition,Belmont, CA: Brooks Cole.
2. Bittinger, M. L. (2007). *Basic Mathematics*, Boston, MA: Pearson/Addison Wesley.
3. Boughton, B. W. and Ballard, P. J. (Terjemahan Zubaidah Ramli) (1993). *Matematik Binaan, Jilis I,*  Kuala Lumpur: Dewan Bahasa dan Pustaka.
4. Boughton, B. W. and Ballard, P. J. (Terjemahan Zubaidah Ramli) (1993). *Matematik Binaan, Jilis II,*  Kuala Lumpur: Dewan Bahasa dan Pustaka.
5. Prior, R.H. (2007). *Basic Mathematics,* Boston, MA: Pearson Education.
6. Sher, W. (1996). *Computer-Aided Estimating : A Guide To Good Practice*, Harlow, Eng. Longman.
7. Virdi, Surinder Singh (2007). *Construction Mathematics,* Elsevier, England.
 |
| 19 | Additional Information | None |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **PROFESSIONAL PRACTICE 1** |
| 2 | Course Code | DDPQ 1512 |
| 3 | Name Of Academic Staff | NAME : WAN MUHAMMAD AISAMUDDIN BIN WAN ISMAILQUALIFICATION : BACHELOR OF QUANTITY SURVEYING (HONS.)UNIVERSITY : MARA UNIVERSITY OF TECHNOLOGY (UiTM) YEAR : 2013 |
| 4 | Rationale Course Included In This Course | This course is designed to provide students with knowledge of the related issues in the current construction industry, the construction development process and the roles of all the construction industry players.  |
| 5 | Semester And Year Offered | Semester 1, Year 1 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centred | Lecture | 28 | 42 |
| Student Centred | Practical/Lab/Tutorial | 14 |
| Student Centred Activities |  |
| Others |  |
| Self Learning | Non Face to Face or Student Centred Learning (SCL) such as manual, assignment, module, e-learning, etc. | 18 | 34 |
| Revision | 10 |
| Assessment Preparation | 6 |
| Others |  |
| Formal Assessment | Continuous Assessment | 2 | 4 |
| Final Examination | 2 |
| Others |  |
| **Total SLT**  | **80** |
|  |
| 7 | Credit Value | 2 credit hours (1 + 1 credit hours others\*)\*others – consist of 28 lecture hours + 14 hours lab/tutorial.Total contact hours = 42 hours |
| 8 | Pre-Requisite | None |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-CO1: Prepare the construction industry and the process of construction project development. CO2: Demonstrate the roles and functions of the various construction industry and the process of construction project development.CO3: Demonstrate the roles and responsibilities of the Quantity Surveyor at the pre and post contract phases.CO4: Display the differences of the related professional bodies and institution relates to the quantity surveying profession. CO5: Display effective communication skills and able to seek and manage information and activities.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-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Library visit, Free Topic Discussion |
| Tutorial/SCL/Active learning | Impromptu Speeech, |
| Final Project | Submission of Project work |
|  |
| 12 | Synopsis | This course is designed to provide students with knowledge of the related issues in the current construction industry, the construction development process and the roles of all the construction industry players. The roles of Quantity Surveyors during the pre-contract and post-contract phases of the development construction process are highlighted. |
| 13 | Delivery Mode | Lecture and discussion, independent study and group project. |
| 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, independent study and group project. Final examination is done formally at the end of the semester, organized by Examination Unit or Commitee. The distribution of course work marks are as follows:-

|  |  |
| --- | --- |
| **Course Work:-**Academic Visit ProjectTestsQuiz | **40%**5%10%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** |
| Introduction and Scope of Construction Industry | ✓ |  |  |  |  |
| Construction Development Process |  | ✓ |  |  |  |
| Finance Institutions and Insurance Company in Construction Industry |  | ✓ | ✓ |  |  |
| Contractor, Workers and Suppliers |  | ✓ |  |  |  |
| Body and Institution Related to Quantity Surveyor Profession |  |  |  | ✓ |  |
| Roles of Quantity Surveyor |  |  | ✓ |  |  |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** |
| Introduction and Scope of Construction Industry | ✓ |  |  |  |  |
| Construction Development Process | ✓ |  |  |  |  |
| Finance Institutions and Insurance Company in Construction Industry | ✓ |  |  |  |  |
| Contractor, Workers and Suppliers | ✓ |  |  |  |  |
| Body and Institution Related to Quantity Surveyor Profession |  |  | ✓ |  |  |
| Roles of Quantity Surveyor | ✓ |  |  |  |  |
|  |
| 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 and Scope of Construction**  **Industry**1.1 Definition and classification of construction industry, contribution to economy | 2 | 2 |  | 2 | 6 |
| 2,3 | **2.0** **Construction Development Process**2.1 Construction development process2.2 Structure, function and roles of construction players: architect, quantity surveyor,  engineer, contractors and others professional | 4 | 3 | 1 | 4 | 12 |
| 4,5 | **3.0 Finance Institutions and Insurance Company in Construction Industry**3.1 Function of finance institution and insurance company in construction development project | 4 | 3 |  | 4 | 4 |
| 6,7 | **4.0 Contractor, Workers and Suppliers**4.1 Classification and contractor organisation4.2 Contractor’s supervise body4.3 Classification of construction workers4.4 Supplier in construction industry | 6 | 3 | 2 | 12 | 14 |
| 8-11 | **5.0 Body and Institution Related to Quantity**  **Surveyor Profession**5.1 History and rational incorporated5.2 Roles and function5.3 Rules and conditions | 6 | 3 |  |  | 4 |
| 12-14 | **6.0 Roles of Quantity Surveyor**6.1 Roles of quantity surveyor at the pre- contract stage6.2 Roles of quantity surveyor at the post- contract stage | 6 | 3 | 1 | 12 | 14 |
|  | Final Examination |  |  |  |  | 26 |
|  | **TOTAL** | 28 | 14 | 4 | 34 | 80 |
|  |
| 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). *Quantitiy 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 |

|  |  |  |
| --- | --- | --- |
| 1 | Course Name | **INFORMATION COMMUNICATION TECHNOLOGY** |
| 2 | Course Code | DDPQ1612 |
| 3 | Name Of Academic Staf | NAME : HASLINA BINTI MAHMOODQUALIFICATION : MASTER OF COMPUTER SCIENCE (NETWORKING) UNIVERSITI MALAYAYEAR : 2002QUALIFICATION : BACHELOR OF INFORMATION TECHNOLOGY UNIVERSITI UTARA MALAYSIAYEAR : 1997 |
| 4 | Rationale Course Included In This Course | This course is designed to provide an introduction to computers, basic programming and applications software. Areas of study include IT policy and ethics, computer hardware, internet, problem solving and basic programming.  |
| 5 | Semester And Year Offered | Semester 1, Year 1 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centered | Lecture | 14 | 56 |
| Student Centered Activities | Laboratory/Tutorial | 28 |
| Others | 14 |
| Others |  |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) | Manual |  | 20 |
| Assignment | 3 |
| Module |  |
| Project | 2 |
| Group Discussion | 2 |
| Others |  |
| Revision | 7 |
| Assessment Preparation | 6 |
| Others |  |
| Formal Assessment | Continuous Assessment | Quizzes |  | 4 |
| Test | 2 |
| Lab  |  |
| Final Examination | 2 |
| Others |  |
| **Total SLT** | **80** |
|  |
| 7 | Credit Value | 2credit hours (1credit hours lecture + 1 credit SCA\*)1contact hours for lecture x 14 weeks = 14hours3contact hours forSCA\* x 14 week = 42 hoursTotal contact hours = 56hours\*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: Show the functionality and interaction among the main hardware components of a computer and appropriate terminology.CO2: Justify the ethical issues surrounding the uses of computer and information technology.CO3: Measure the proficiency in the use of various personal productivity software and internet applications.CO4: Display effective communication skills and able to seek and manage information and activities.CO5: Work to acquire and manage relevant information from various source. |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Analysing 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 an introduction to computers, basic programming and applications software. Areas of study include IT policy and ethics, computer hardware, internet, problem solving and basic programming. It also provides students with experience in using a range of computer software packages, and helps them develop skills in the choice and use of computing tools for various tasks especially in communication. The course also enables students to seek information from a variety of sources. |
| 13 | Delivery Mode | Face to face in classroom and labarotory activities.  |
| 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 Commitee. 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** | **CO5** |
| IT Policy and Ethics |  | ✓ | ✓ | ✓ | ✓ |
| Computer Hardware | ✓ | ✓ | ✓ | ✓ | ✓ |
| Microsoft Office Suite: MS Word, MS Excel, MS Power Point and MS Access | ✓ |  | ✓ | ✓ | ✓ |
| Introduction to Programming | ✓ |  | ✓ | ✓ | ✓ |
| Introduction to Visual Basic Language | ✓ |  | ✓ | ✓ | ✓ |
| Introduction to Specialist Software | ✓ | ✓ | ✓ | ✓ | ✓ |
| Internet Communication and Network | ✓ | ✓ | ✓ | ✓ | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| IT Policy and Ethics | ✓ |  |  | ✓ |  |  |  |  |  |
| Computer Hardware | ✓ | ✓ |  |  |  |  |  | ✓ |  |
| Microsoft Office Suite: MS Word, MS Excel, MS Power Point and MS Access | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
| Introduction to Programming | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
| Introduction to Visual Basic Language | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
| Introduction to Specialist Software | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
| Internet Communication and Network | ✓ | ✓ |  |  |  |  | ✓ | ✓ |  |
|  |
| 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 | **1.0 IT Policy and Ethics** | 1 | 2T | 1 | 1 | 5 |
| 2 | **2.0 Computer Hardware**2.1 The hardware and operating system2.2 Computer maintenance against threats | 1 | 2L | 1 | 1 | 5 |
| 3-5 | **3.0 Microsoft Office Suite: MS Word, MS Excel, MS Power Point and MS Access**3.1 Spreadsheet: how to set up a spreadsheet and perform calculation, charting the data, pasting chart and or data tables into word documents, using conditional statements to model more complex situations.3.2 Database: how to set up a database and manipulate it for purposive outputs. | 3 | 8L3T | 2 | 3 | 17 |
| 6-7 | **4.0 Introduction to Programming**4.1 Introduction to the basics of programming logic4.2 Introduction to the basics constructs of programming variables, constants, expressions, control structures, functions pointers and arrays. 4.3 Functional, decision-based and iterative processing of data. | 2 | 4L1T | 1 | 2 | 11 |
| 9-10 | **5.0 Introduction to Visual Basic Language**5.1Data Types 5.2 Constants 5.3 Enumerations5.4 Types5.5 Arrays5.6 If-Then-Else5.7 While Structures5.8 For Structure5.9 Sub Procedures5.10 Function Procedures5.11 Property Procedures | 2 | 4L1T | 1 | 2 | 11 |
| 11-13 | **6.0 Introduction to Specialist Software**6.1 Computer Aided Cost Estimating 6.2 Computer Aided Design 6.3 Project Management Software | 3 | 6L1T | 1 | 3 | 16 |
| 13-14 | **7.0 Internet Communication and Network**7.1 Network 7.2 Internet7.3 Security  | 2 | 4L3T | 1 | 2 | 10 |
|  | **Project Presentation** |  | 3 |  |  | 3 |
|  | **Study Week** |  |  |  |  |  |
|  | Final Examination |  |  | 2 |  | 2 |
|  | Total | 14 | 42 | 10 | 14 | 80 |
|  |
| 18 | References | 1. Deitel, P.J & Deitel H.M (2009). Visual basic 2008: How to Program. Upper Saddle River, NJ: Pearson-Hall
2. Friedman, Lauri S.Ed. (2008). The Internet. Farmington Hills, MI: Greenhaven Press
3. Marmel, Elaine J. (2007). Microsoft Project 2007 bible. Hoboken, NJ: Wiley Publishing
4. Obrien, James A. & Marakas, George M. (2008). Introduction to Information System. Boston, MA: McGraw Hill
5. O. George. (2009). Introducing autoCAD 2009 and autoCAD LT 2009. Indianapolis, IN: Sybex
6. Peterson, Steven J. (2007). Construction estimating using excel. Upper Saddle River, NJ: Pearson/Prentice Hall
 |
| 19 | Additional Information | Laboratory activites:

|  |  |  |
| --- | --- | --- |
| **No** | **Topics of The Course** | **Contact Hours** |
| 1 | IT Policy and Ethics | 0 |
| 2 | Computer Hardware | 2 |
| 3 | Microsoft Office Suite: MS Word, MS Excel, MS Power Point and MS Access | 8 |
| 4 | Introduction to Programming | 4 |
| 5 | Introduction to Visual Basic Language | 4 |
| 6 | Introduction to Specialist Software | 6 |
| 7 | Internet Communication and Network | 4 |
|  | Total | 28 |

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| --- | --- | --- |
| 1 | Course Name | **ENGLISH PROFICIENCY**  |
| 2 | Course Code | ULAB 1012 |
| 3 | Name Of Academic Staf | NAME : NOOR IZZATI AHMAD FUADQUALIFICATION : B.SC & ED (TESL) UNIVERSITI TEKNOLOGI MALAYSIAYEAR : 2009 |
| 4 | Rationale Course Included In This Course | This course is designed to intergrate grammar and the four language skills, with special emphasis on reading skills and strategies using a wide range of materials.  |
| 5 | Semester And Year Offered | Semester 1, Year 1 |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | Student Learning Time (SLT) (hours) |
| Face to face Learning | Lecturer Centered | Lecture | 31 | 56 |
| Student Centered Activities | Practical/Lab |  |
| Tutorial |  |
| Others | 25 |
| Others |  |
| Self Learning | Non Face to Face or Student Centered Learning (SCL) | Manual | 11.5 | 19.75 |
| Assignment |
| Module |
| Project |
| Group Discussion |
| Others |
| Revision | 4 |
| Assessment Preparation | 4.25 |
| Others |  |
| Formal Assessment | Continuous Assessment | Listening test | 0.5 | 4.25 |
| Writing test | 1.0 |
| Grammar test | 0.5 |
| Oral test | 0.25 |
| Lab  |  |
| Final Examination | 2 |
| Others |  |
| **Total SLT** | **80** |
|  |
| 7 | Credit Value | 3 credit hours (2 credit hours lecture + 1 credit SCA\*)2 contact hours for lecture x 14 weeks = 28 hours2 contact hours for SCA\* x 14 week = 28 hoursTotal contact hours = 56 hours\*SCA – consist of tutorial, presentation, discussion and others. |
| 8 | Pre-Requisite | None |
| 9 | Course Outcome (CO) |  By the end of the course, students should be able to:-CO 1: Read and extract information from various expository textsCO 2: listen and take notes accurately based on given inputCO 3: write a short descriptive paragraphCO 4: present orally in various social context individually and in groupsCO 5: use learning materials for language development and complete stipulated tasks on self-access learning |
| 10 | Skills Transfer | **Skills Developed** | **Method Of Assessment** | **Form of Assessment** |
| Listening | Test, Q & A | Individual |
| Speaking | Q&A, discussion, role-play | Individual & team |
| Reading | Final examination  | Individual |
| Writing | Test, Quiz, Assignment | Individual |
|  |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | **Assessment Strategy** |
| Lecture | Q&A, exercises, test, quizzes, assignment, final examination |
| Group discussion/ Co-operative learning | Q&A and discussion |
| Independent Study | Assignmen |
|  |
| 12 | Synopsis | This course is designed to intergrate grammar and the four language skills, with special emphasis on reading skills and strategies using a wide range of materials. Students will be given ample practice in extracting information and taking simple notes from written texts and listening activities. Besides that, sudents will also be exposed to different types of written texts such as process and procedure, cause and effect, and comparison and contrast. A special emphasis will be given to the use and function of discourse markers in such texts. Other than that, students will engage in impromptu speech and role play. |
| 13 | Delivery Mode | Lecture, tutorial, discussion, exercise, assignment, Q&A and face to face simulation in class. |
| 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:-**Oral testWriting TestReading Test  | **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** | **CO5** |
| Grammar | ✓ | ✓ | ✓ | ✓ | ✓ |
| Reading  | ✓ |  |  |  | ✓ |
| Writing  |  | ✓ | ✓ |  | ✓ |
| Listening/ Speaking |  | ✓ |  | ✓ | ✓ |
|  |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** |
| Grammar  | ✓ |  |  | ✓ | ✓ |  |
| Reading  | ✓ |  |  | ✓ |  |  |
| Writing | ✓ |  |  | ✓ | ✓ |  |
| Listening/ Speaking  | ✓ |  |  | ✓ | ✓ |  |
|  |
| 17 | Course Content and SLTK: LectureT: TutorialL: LaboratoryA: AssessmentSCL: Student Centered ActivitiesPK: Self LearningM: Week of Study  | **M** | **TOPICS** | **K** | **SCA** | **A** | **PK** | **SLT** |
| 1 | * 1. Briefing of Course Outline
	2. Sentence Patterns and Tenses
 | 2 | 2 |  | 1.15 | 5.15 |
| 2 | 2.0 Sentence Patterns and Tenses  | 2 | 2 |  | 1.15 | 5.15 |
| 3 | 3.0 Skimming and Scanning | 2 | 2 |  | 1.15 | 5.15 |
| 4-5 | 4.0 Reading 4.1 Identifying Main & Supporting Ideas4.2 Skimming and Scanning5.0 Impromptu Speech | 4 | 4 |  | 1.15 | 9.15 |
| 6 | 6.0 Sentence and Paragraph Writing6.1 Process and Procedure | 2 | 2 |  | 1.15 | 5.15 |
| 7-8 | 7.0 Reading7.1 Making Prediction8.0 Comparison and Contrast | 4 | 4 |  | 1.15 | 9.15 |
| 9 | 9.0 Reading9.1 Making Inferences | 2 | 2 |  | 1.15 | 5.15 |
| 10-11 | Mid-Semester Break | 4 | 4 |  | 1.15 | 9.15 |
| 12 | Listening TestWriting ActivitiesWriting TestOral Activities (Impromptu Speech) | 3 | 3 | 2 | 1.15 | 9.15 |
| 13 | Oral Activities | 2 | 2 |  | 1.15 | 5.15 |
| 14 | Oral Test (Role Play) | 1 | 1 | 0.25 |  | 2.25 |
| 15 | Study Week |  |  |  | 8.25 | 8.25 |
| 16-17 | Final Examination |  |  | 2 |  | 2.0 |
|  | Total | 28 | 28 | 4.25 | 19.75 | 80 |
|  |
| 18 | References | **Main Text**Suppiah, K, et al., English Proficiency: Geting It Right. Penerbit UTM: Skudai, 2002.**Other References**Philips, P.C. Vision: Focus on speaking and Listening, Academy of Language Studies UiTM, McGraw Hill: Malaysia, 2004Suwe, S.K., et al., Progressive English Book 1, 2nd Edition, Mc Graw Hill: Malaysia, 2003 |
| 19 | Additional Information | None |

|  |  |  |
| --- | --- | --- |
| 1 | Nama Kursus | **TAMADUN ISLAM DAN TAMADUN ASIA (TITAS)** |
| 2 | Kod Kursus | UICI1012 |
| 3 | Nama Staf Akademik | NAME : ABDUL RAHHIM BIN ABDUL WAHABQUALIFICATION : IJAZAH SARJANA SYARIAH, UKM  2012 : IJAZAH SARJANA MUDA SYARIAH  YARMOUK, JORDAN |
| 4 | Rasional kursus dimasukkan dalam program ini | Kursus ini diperlukan untuk menjelaskan tentang sejarah, prinsip dan nilai tamadun Islam dan Asia secara komprehensif berasaskan nilai-nilai universal ketamadunan dan peradaban. Kursus ini juga merupakan kursus umum wajib yang penting bagi membolehkan pelajar lebih peka terhadap isu-isu kontemporari ke arah mempertingkatkan persefahaman dan toleransi serta memperkukuh jati diri selaras dengan wawasan negara.  |
| 5 | Semester dan tahun ditawarkan | Semester 1, Tahun 1 |
| 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: | Menjelaskan konsep tamadun menurut perspektif Islam secara komprehensif mengenai sejarah, prinsip, nilai dan aspek utama pengajian ketamadunan.  |
| CO2: | Mengamalkan budaya ilmu ke arah mempertingkatkan persefahaman dan memperkukuh jati diri selaras dengan wawasan negara. |
| CO3: | Mempraktiskan nilai-nilai universal dalam masyarakat profesional yang bertoleransi dan peka terhadap isu-isu kontemporari yang berasaskan nilai-nilai ketamadunan dan peradaban. |
| CO4: | Membina satu generasi muda Malaysia yang berpengetahuan dan peka mengenai isu-isu ketamadunan dan peradaban. |
| CO5: | Memperkukuhkan jati diri bangsa Malaysia sebagai sebuah bangsa pelbagai kaum yang mengamalkan kehidupan yang bertoleransi. |
| 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 ilmu ketamadunan, interaksi antara pelbagai tamadun (Melayu, Cina dan India), Islam dalam tamadun Melayu serta peranannya dalam pembinaan Tamadun Malaysia, isu-isu kontemporari tamadun Islam dan tamadun Asia serta proses pembangunan negara. |
| 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 dan Peraturan Akademik. |
| 15 | Pemetaan Kursus Kepada Hasil Pembelajaran Kursus (CO) | **Bab** | **Tajuk Kursus** | **CO1** |  **CO2** | **CO3** | **CO4** | **CO5** |
| 1 | Pengenalan Ilmu Ketamadunan. | ✓ | ✓ |  | ✓ |  |
| 2 | Konsep Tamadun Islam. | ✓ | ✓ |  | ✓ | ✓ |
| 3 | Pandangan Semesta Tamadun Islam. | ✓ | ✓ |  | ✓ | ✓ |
| 4 | Interaksi Antara Tamadun. | ✓ | ✓ | ✓ |  | ✓ |
| 5 | Persamaan Dan Perbezaan Antara Tamadun. | ✓ | ✓ | ✓ |  | ✓ |
| 6 | Islam Dalam Tamadun Melayu. | ✓ | ✓ |  | ✓ | ✓ |
| 7 | Peranan Tamadun Melayu Dalam Pembinaan Tamadun Malaysia. | ✓ | ✓ | ✓ | ✓ | ✓ |
| 8 | Hegemoni Barat Dan Globalisasi. |  | ✓ | ✓ | ✓ |  |
| 9 | Hak-Hak Asasi Manusia. |  | ✓ | ✓ | ✓ | ✓ |
| 10 | Krisis Alam Sekitar. |  | ✓ | ✓ | ✓ | ✓ |
| 11 | Etika Sains Dalam Islam. |  | ✓ | ✓ | ✓ | ✓ |
| 12 | Jihad Dalam Islam. |  | ✓ | ✓ | ✓ | ✓ |
|  |
| 16 | Pemetaan Kursus Kepada Hasil Pembelajaran Program (PO) | **Bab** | **Tajuk Kursus** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** |
| 1 | Pengenalan Ilmu Ketamadunan. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 2 | Konsep Tamadun Islam. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 3 | Pandangan Semesta Tamadun Islam. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 4 | Interaksi Antara Tamadun. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 5 | Persamaan Dan Perbezaan Antara Tamadun. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 6 | Islam Dalam Tamadun Melayu. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 7 | Peranan Tamadun Melayu Dalam Pembinaan Tamadun Malaysia. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 8 | Hegemoni Barat Dan Globalisasi. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 9 | Hak-Hak Asasi Manusia. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 10 | Krisis Alam Sekitar. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 11 | Etika Sains Dalam Islam. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
| 12 | Jihad Dalam Islam. | ✓ |  |  |  | ✓ |  | ✓ | ✓ |  |
|  |
| 17 | Kandungan Kursus dan SLTK: KuliahT: TutorialL: Lain-lainPK: Pembelajaran kendiriM: Minggu pembelajaran | **Bab** | **Tajuk Kursus** | **K** | **T** | **L** | **PK** | **SLT** | **M** |
| 1 | Pengenalan Ilmu Ketamadunan.* 1. Senario Semasa Dunia dan Masalah Perpaduan di

Malaysia | 4 | 0 | 0 | 5 | 9 | 1 |
| 2 | Konsep Tamadun Islam.2.1 Takrif dan Sejarah Tamadun2.2 Hubungan Tamadun Dengan Agama, Budaya dan  Bangsa2.3 Ciri Utama Tamadun2.4 Ojektif Tamadun | 2 | 0 | 0 | 3 | 5 | 2 |
| 3 | Pandangan Semesta Tamadun Islam.3.1 Teori Tamadun : Kelahiran dan Kejatuhan | 2 | 0 | 0 | 3 | 5 | 3 |
| 4 | Interaksi Antara Tamadun.4.1 Konsep dan Mekanisme Interaksi4.2 Contoh Interaksi Dalam Sejarah :Zaman Kontemporari4.3 Interaksi Positif dan Negatif4.4 Keperluan dan Kepentingan Interaksi dalam Ketamadunan | 4 | 0 | 0 | 5 | 9 | 4-5 |
|  | Ujian Pertengahan Semester. | 0 | 0 | 2 | 3 | 5 | 6 |
| 5 | Persamaan Dan Perbezaan Antara Tamadun.5.1 Pengaruh pandangan Semester Terhadap Persamaan dan Perbezaan Tamadun5.2 Aspek Persamaan dan Perbezaan | 2 | 0 | 0 | 3 | 5 | 7 |
| 6 | Islam Dalam Tamadun Melayu.6.1 Asal Usul Tamadun Melayu6.2 Bukti ketamadunan6.3 Islam di Alam Melayu | 2 | 0 | 0 | 3 | 5 | 8 |
| 7 | Peranan Tamadun Melayu Dalam Pembinaan Tamadun Malaysia.7.1 Membentuk World View7.2 Budaya Ilmu7.3Bentuk Jati Diri7.4 Penulisan Kitab/Buku7.5 Kesenian/Kesusasteraan Islam7.6 Kerohanian | 2 | 0 | 0 | 3 | 5 | 9 |
| 8 | Hegemoni Barat Dan Globalisasi. | 2 | 0 | 0 | 3 | 5 | 10 |
| 9 | Hak-Hak Asasi Manusia. | 2 | 0 | 0 | 3 | 5 | 11 |
| 10 | Krisis Alam Sekitar. | 2 | 0 | 0 | 3 | 5 | 12 |
| 11 | Etika Sains Dalam Islam. | 2 | 0 | 0 | 3 | 5 | 13 |
| 12 | Jihad Dalam Islam. | 2 | 0 | 0 | 3 | 5 | 14 |
|  | Peperiksaan Akhir. | 0 | 0 | 0 | 7 | 7 |  |
|  | **Jumlah:** | **28** | **0** | **2** | **50** | **80** | **14** |
|  |
| 18 | Rujukan | Rujukan Utama:1. Zaharah Mustaffa et al (2007), *Tamadun Islam Dan Tamadun Asia*. K.Lumpur: Kolej Sains Dan Teknologi, UTM City Campus.

Rujukan TambahanAbdul Latiff Mohd Ibrahim et al (1999), *Modul Pengajaran Tamadun Islam.* K.Lumpur: Program Pengajian Diploma.A. Aziz Deraman (2001), *Masyarakat Dan Kebudayaan Malaysia.* K.Lumpur: Dewan Bahasa Dan Pustaka.Abdul Rahman Abdullah (1998), *Pemikiran Islam Di Malaysia Dan Aliran.* K.Lumpur: Dewan Bahasa Dan Pustaka.Al-Atas, Syed Muhammad Naquib (1972), *Islam Dalam Sejarah Dan Kebudayaan Melayu.* Bangi: Universiti Kebangsaan Malaysia.Deriel Perret dan Puteri Rashidah Megat Ramli eds. (2001), *Hubungan Budaya Dalam Sejarah Dunia Melayu.* K.Lumpur: Dewan Bahasa Dan Pustaka.Fatimi, S.Q. (1963), *Islam Comes To Malaysia.* Singapura: Malaysia Sosiological Research Institude.Mahayudin Yahya (2001), *Tamadun Islam.* Shah Alam: Penerbit Fajar Bakti.Muhd Zuhdi Marzuki & Amer Saifude Ghazali (2002), *Etika Alam Sekitar Darpada Perspektif Islam, Timur Dan Barat.* Bentong: PTS Publications & Distributors Sdn. Bhd.Wan Mohd Nor Wan Daud (1997), *Penjelasan Budaya Ilmu.* K.Lumpur: Dewan Bahasa Dan Pustaka. |
| 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 %**). |