

# STUDENT HANDBOOK

KUCHING SARAWAK

# DIPLOMA IN INFORMATION TECHNOLOGY

JTMK



# TABLE OF CONTENTS

Vision	1
Mission	1
Preface from the Head of Department	2
About Us	3
Programme Offered With Tracking	4
Organization Chart	5
Supporting Department / Units	6
Diploma in Information Technology	11
Introduction	11
Synopsis	12
Job Prospect	13
Entry Requirement	14
Programme Structure (Software and Application Development Track)	15
Programme Structure (Networking System Track)	18
Programme Monitoring and Review	21
Collaboration with Industries	25
Panorama PKS	26
Hall of Fame	30
Editorial Team	31
Contact Info	32

# CORPORATE INFO

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# VISION & MISSION

### Vision

#### "PKS VISION IS TO BECOME THE LEADING-EDGE TVET INSTITUTION"

### Mission

"TO PROVIDE WIDER ACCESS TO QUALITY AND RECOGNIZED TVET PROGRAMMES IN ORDER TO PRODUCE HOLISTIC, ENTREPRENEURIAL, BALANCED AS WELL AS TO EMPOWER COMMUNITIES THROUGH LIFELONG LEARNING BY CAPITALISM SMART PARTNERSHIP WITH STAKEHOLDERS."

# WELCOME MESSAGE

### NAZRINA BINTI BAKAR

#### HEAD OF DEPARTMENT

First of all, well done and congratulations to the students who were selected to be family members of the Department of Information and Communication Technology at Politeknik Kuching Sarawak. It is within our intention that the publication of this book shall help students to plan their academic journey in an orderly manner, hence used as an information resources and guide towards excellence. We hope this Student Handbook will help students in planning their academic endeavors in an orderly manner, refering this handbook as their source of information and guidance towards achieving excellence. As adults, students are expected to practice high self-discipline and diligence in all aspects of the curriculum and co-curriculum as well as in any activities implemented at the polytechnic that may enhance your skills as preparation for facing the increasingly challenging globalization.

Finally, once again congratulations to all students. Do appreciate and take advantage of all the opportunities and the environment to gain knowledge, improve personal skills and highlight your potential. We do hope that all students will continue gaining success in Politeknik Kuching Sarawak and, in turn, become the young generation to inherit the nation and contributes to the development of our country in the future.

BEST REGARDS,

NAZRINA BINTI BAKAR

Head of Department Department of Information and Communication Technology Politeknik Kuching Sarawak





Department of Information and Communication Technology (Jabatan Teknologi Maklumat dan Komunikasi - JTMK) is one of academic departments at Kuching Sarawak Polytechnic Malaysia (Politeknik Kuching Sarawak - PKS).

This department was inaugurated by the late En. Dzulkifli bin Ismail, former Director of Kuching Sarawak Polytechnic on 8th of November 2007.

Currently, JTMK has a total of 36 academic staff spearheaded by Madam Nazrina Binti Bakar as Head of Department, assisted by Madam Safinah Binti Nawawi as Assistant Head of Department, Head of Programme (Networking System Track) Madam Rohaya binti Mohamad and Head of Programme (Software and Application Development Track) Ts. Ng Boon Ding.

# ABOUT PROGRAMME

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### PROGRAMME OFFERED

#### SOFTWARE AND APPLICATION DEVELOPMENT

Led by Head of Programme Ts. Ng Boon Ding. There are 18 competent lecturers in this field who conduct related courses. Most of the courses offered are integrated to multiple professional certification curriculum recognized by the industry in line with current work market.

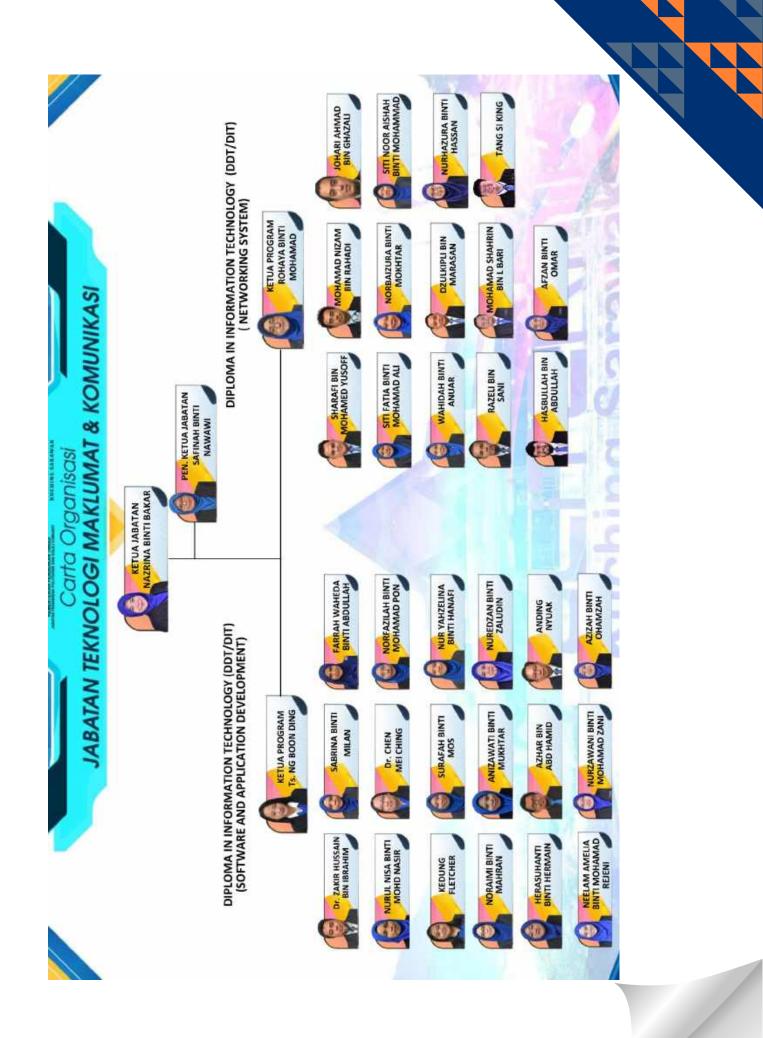
#### **NETWORKING SYSTEM**

This track is led by Madam Rohaya Binti Mohamad as the Head of Programme supported by 16 well-trained lecturers in networking field. Similar to SAD track, most of the courses offered are compliant to professional certification curriculum that are recognized by the industries.

# IIIIIINetworkingCISCOAcademy







## STUDENT AFFAIRS

The Student Affairs Department (Jabatan Hal Ehwal Pelajar - JHEP) assisted PKS management in student recruitment, registration, filing and updating student records as well as monitoring students welfare. The department is divided into two; namely the Enrollment & Data and the Welfare & Discipline subunit. The Enrollment and Data unit helps manage admission applications, registration, and update student records. Meanwhile, the Welfare and Discipline unit helps to look after the welfare of students such as assisting in financial aid loan applications, obtaining student permits for non-Sarawak students and also monitoring overall discipline. JHEP is led by a Head of Department, assisted by a Registrar, an Admission Officer, a Welfare Officer, a Disciplinary Officer, Coordinators from all Academic Departments and also three General Office Assistants.

#### SPORT, CO-CURRICULUM, AND CULTURAL DEPARTMENT

This department is responsible for development aspects related to sports, co-curriculum and culture exchange among students and staff of Politeknik Kuching Sarawak. Various facilities and activities provided in both are competitive and recreational forms to help enhance natural talents in sports and management. sports Active participation in extra-curricular activities shall enhance the physical, social, and mental development of students as well as improving sport management skills among the staff. Through the activities undertaken, it is expected that various experiences such as ethics; obedience to leadership and rules; sportsmanship quality and mental resilience can be cultivated as part of human development and self-resilience.



6



#### **EXAMINATION UNIT**

Responsible for carrying out all examination matters and activities, this unit (also known as Unit Peperiksaan) also prepare Diploma Certificate and Transcript for the graduates while also coordinate convocation ceremonies.

#### **INDUSTRIAL COMMUNICATIONS AND TRAINING UNIT**

This unit (Unit Perhubungan dan Latihan Industri - UPLI) is responsible for coordinating and monitoring students' industrial training. Led by Head of Unit, assisted by two officers, one administrative assistant and strengthen by Coordinators from all Academic Departments. The unit is responsible for the process of planning, application, allocation, supervision, and evaluation. UPLI always strives to provide effective and efficient services in coordinating industrial training for students.

#### TRAINING AND ADVANCED EDUCATION UNIT

This unit is responsible to all planning and providing training for academic and nonacademic staff of Politeknik Kuching Sarawak, to assist career advancement while adding and/or develop more skill. The excellence and Key Performance In ULPL (Unit Latihan dan Pendidikan Lanjutan) is in compliance with the target set by the Human Resource Management Division of the Ministry of Higher Education, which is to ensure staff at all levels attend courses for at least five days within a year.



#### PERPUSTAKAAN SERI KENYALANG (LIBRARY)

Library services encompass a wide range of offerings designed to support patrons in accessing information, conducting research, and promoting lifelong learning. It plays a very important role in helping institutions to manage and ensure that all information obtained can benefit member of Politeknik Kuching Sarawak. Perpustakaan Seri Kenyalang operates in an air-conditioned twostorey building equipped with adequate reading and study area. Apart from providing reference materials, they also provide digital services, technology access, archival and special collections, and circulation services. There are increasing effort to widen interlibrary loan services involving Malaysia National Library and several other libraries throughout the country.

#### **PSYCHOLOGY MANAGEMENT UNIT**

UPPSi (Unit Pengurusan Psikologi) provides counselling services to students, staff of Politeknik Kuching Sarawak and the general public. Services provided are in line with the growing counselling needs through increased activities of academic departments. Counselling programs and student development activities implemented are focused and in line with individual, academic and career development. In the context of the development of current activities, UPPSi provides guidance and counselling services to students to increase knowledge and awareness of personal potential, academics, attitude planning, learning situations, career information and career interest. Through the guidance and counselling services provided, the unit facilitates the learning process of students as well as helping to transform students into intangible asset with extensive knowledge and balanced well being physically, emotionally, spiritually, and intellectually.

#### **DEVELOPMENT AND MAINTENANCE UNIT**

This unit plays a critical role in managing the physical assets of an organization, ensuring they remain functional, safe, and conducive to the organization's needs through both ongoing maintenance and strategic development initiatives. They assist Politeknik Kuching Sarawak offering better services to clients.

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#### **QUALITY ASSURANCE UNIT**

The Quality Assurance Unit is a crucial component of Politeknik Kuching Sarawak that is responsible for ensuring that it services meet specified requirements and standards before they are delivered to customers or users. This unit handles multiple sub-units who ensure service quality are on par with quality set by these organization, to name a few; Engineering Technology Accreditation Council (ETAC), MS ISO 9001: 2015, MS ISO 14001:2015, MS ISO 45001: 2018 and more.

#### **HOSTEL MANAGEMENT UNIT**

Kampus Siswa (KAMSIS) managed by Hostel Management Unit is capable to accommodate a total of 2258 students at a time. There are 6 hostel blocks for 1058 male students and 2 resort-like hostel blocks that may accommodate 1200 female students. These hostel are safe, peaceful, and equipped with living facility. Living in a hostel, however is not a right or privilege for any student. Consideration to occupy a hostel is given to students who appreciate the facilities and helps with hostel management by abiding to all rules as well as meeting the criteria to occupy a hostel. This is to train students with self discipline and instill an attitude of selfreliant, tolerance, and nurture community spirit.

#### **ENTERPRENEURSHIP UNIT**

Towards realizing the development program at the polytechnic level, this unit is very committed to support the Entrepreneurship Development Policy of Higher Education Institution (Institut Pengajian Tinggi-IPT) by encouraging a more planned and holistic development of entrepreneurship at the polytechnic level. This unit will also move in tandem to achieve the main objectives of this policy, namely:

- to produce quality human capital and have entrepreneurial thinking, attributes, and values.
- producing more graduate entrepreneurs who will act as a catalyst for the transformation of the country's economy into a high-income and innovation-driven economy.



#### CORPORATE INDUSTRIAL SERVICE AND EMPLOYMENT CENTRE UNIT

Corporate, Industrial Services and Employability Center (CISEC) aspire to help increase the marketability of our students. CISEC focuses on skills upgrading programs that add value to prospective graduates. In fact, CISEC also helps to increase the collaboration of our institution with the industry to ensure the quality of our graduates who are born to meet the needs of employers.

#### **RESEARCH, INNOVATION AND COMMERCIALIZATION UNIT**

The Research, Innovation and Commercialization Unit was established in the Polytechnic education system of the Ministry of Higher Education to strengthen the culture of research and innovation among lecturers and Polytechnic staff. This unit plays an important role as a center for the coordination of all research and innovation activities among lecturers and staff. It also acts as a resource center for scholarly written materials, research and innovation materials as well as commercial materials at the institutional, zonal, national and international levels.

#### MANAGEMENT SERVICE UNIT

The Management Service Unit is the main administrative center for Politeknik Kuching Sarawak. It consists of 4 main functions, namely Financial Management and Accounts, Procurement and Supplies, Services and Staffing and General Administration. The unit mainly helps PKS to run smoothly and enable other departments to focus on their core responsibilities and contribute effectively to organizational goals.







#### DIPLOMA IN INFORMATION TECHNOLOGY



### INTRODUCTION

In order to keep abreast with rapid technological advancements and evolving requirements in industries today, Department of Polytechnic & College Community Education (DPCCE) has worked collaboratively with the nation's key industry players in developing and reviewing the curriculum of Information and Communication Technology (ICT) programme. This collaboration aims to equip students with timely knowledge and relevant skills to meet the global challenges and the requirements of the ICT industries. In achieving integrated learning, this aim pedagogy that blends classroom instructions with structured simulated real- life working experience in full utilisation in order to prepare students for the competitive job market.

The growing demand for highly skilled and technical savvy workplace drives the need to produce qualified men power in this industry to remain competitive and relevant. To address these issues the Curriculum Division (CD), DPCCE work hand in hand with the industries, Private Higher Learning Institutions and Public Higher Learning Institutions to develop and review the curriculum of the ICT programme. Our programme curriculum were designed according to industry latest technology and integrated with internationally well known professional certification such as Computer Technology Industry Association (CompTIA A+), Oracle Java Certification, Microsoft Computer System Administrator (MCSA), Microsoft Certified Desktop Service Technician (MCDST), Cisco Certified Network Associates (CCNA), EC-Council Network Security (ENSA), Certified Ethical Hacker (CEH), Google analytic, Data science, Machine learning with Python and Infosys Campus Connect Program. This is to offer student with opportunities to be professionally certified and adding values in order to keep afloat and relevant with current ICT industry needs and requirements.

#### DIPLOMA IN INFORMATION TECHNOLOGY

### SYNOPSIS

Diploma In Information Technology (DIT) provides education and training in computing field with a specific emphasis on Information Technology area. This programme provides students with opportunities get into a broad range of ICT careers. This programme also provides students with transferable skills and multi-skilling which enable them to adapt quickly to new technologies. In addition to the technical courses, students learn softskills through learning of English for Digital Technology, Appreciation of Ethics and Civilization, Islamic Studies / Moral Education and Co-Curriculum. The programme emphasizes self-initiated learning and hands-on competencies, expecting graduates should be ready to take on challenges in the world of computing technologies.



### JOB PROSPECT









- Research by Malaysian Digital Economy Corporation (MDEC) shows significant demand in ICT globally. Thus, graduates from this programme are equipped with the knowledge, skills, attitude and abilities that can be applied to a broad range of careers in the ICT industrial worlds and businesses. Knowledge and skills that students will acquire from the programme shall equip them with necessary know-how in job market such as:
- 1. Computer Application
- Programmer
- 2. Internet Programmer
- 3. Web Programmer
- 4. Database Programmer
- 5. System Analysts Assistant
- 6. Software Developer
- 7. Database Administrator
- 8. Software Tester
- 9. System Support Personnel
- 10. Technical Helpdesk / Support
- 11. System Programmer
- 12. Network Support Personnel
- 13. Network Administrator
- 14. IT Supports Engineer
- 15. Assistant Network Engineer

- 16. Assistant Data Analysis
- 17. Assistant Data Scientist
- 18. Assistant Data Analyst
- 19. Business Intelligence Analyst
- 20. Junior Data Visualization
- 21. Junior Statistician
- 22. Junior Data Insights and
- Visualization
- 23. Web Designer
- 24. Web Developer

## ENTRY REQUIREMENTS

- A) SPM Graduates (Conventional Polytechnics/METRO)
- 1. Malaysian Citizens
- 2. Pass SPM or equivalent
- 3. Pass in Bahasa Melayu
- 4. Pass in History (for SPM in 2013 onwards)
- 5. Pass in English Language
- 6. Obtained THREE (3) credits in the following subjects:
- i. Mathematics
- ii. TWO (2) other subjects not counted in the credits

7. Candidates do not have visual (blindness), hearing, physical, or learning disabilities that hinder practical work.

- B) Non-SPM Graduates
- 1. Malaysian Citizens
- 2. Pass SPM or equivalent
- 3. Pass in Bahasa Melayu
- 4. Pass in History (for SPM in 2013 onwards)
- 5. Obtained credits in Mathematics for graduates other than Community Colleges or Obtain ONE (1) credit
- in any subject and pass in Mathematics for Community College graduates
- 6. Pass in Certificate level studies as follows:

a) Polytechnic Level 3 Certificate, KKM -Information Technology Certificate

b) Community College Level 3 Certificate, KKM
-Computer Software Application Certificate
-Computer Networking Certificate
-Computer Systems and Networking Certificate
-Computer Systems and Support Certificate
-Information Technology Certificate

c) Institute of Higher Skills PERDA Level 3 Certificate, KKM -Information Technology Certificate

d) Institute of MARA Skills Level 3 Certificate, KKM -Computer Engineering Technology Certificate

e) Malaysian Skills Certificate Level 3 -Computer Network Technician (D-050-3) -Computer Network Technician (D-051-3) -Computer Network Technician (IT-030-3) -Computer System Technician (D-040-3) -Computer System Technician (D-041-3) -Computer System Operation (IT-020-3:2013:) -Application Development - Main Programmer (IT-010-3) -Computer Network Services (IT-030-3:2013:) -IT Support & Maintenance (IT-035-4:2014)

### PROGRAMME STRUCTURE

#### SOFTWARE APPLICATION DEVELOPMENT TRACK (SAD)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU24031	Sukan 1		
		MPU24041	Kelab/Persatuan 1	Compulsory	1
		MPU24XX1	Unit Beruniform 1	Compulsory Core Computing	
		MPU22153	English for Digital Technology		3
1	1	DBM10143	Calculus and Algebra		3
		DFC10263	Computer Architecture		3
		DFC10273	Operating Systems		3
		DFC10252 Problem Solving and Program Design	Discipling Coro	3	
		DFT10173	Introduction to Computer System	Discipline Core	3
TOTAL CREDIT					18

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU23162	Pengajian Islam		2
		MPU23272	Pendidikan Moral		2
		MPU24051	Sukan 2	Compulsory	
		MPU24061	Kelab/Persatuan 2		1
1	2	MPU24XX1	Unit Beruniform 2		
T	۷	DBM20153	Discrete Mathematics		3
		DFC20283	Database Fundamentals		3
		DFC20293	Network and Data Communication	Core Computing	3
		DFC20303	Programming Fundamentals		3
		DFC20313	Cybersecurity Fundamentals		3
				TOTAL CREDIT	18

#### SOFTWARE APPLICATION DEVELOPMENT TRACK (SAD)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU21072	Penghayatan Etika dan Peradaban	Compulsory	2
		DFC30323	Statistics and Probability	Core Computing	3
2	1	DFC30333	Ethics in Computing	Core Computing	3
2	Ţ	DFT30183	Cyberpreneurship	Discipline Core	3
		DFP30313	Digital Multimedia		3
		DFP30323	Object Oriented Programming		3
TOTAL CREDIT					17

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		DFC40343	System Analysis and Design	Core Computing	3
		DFP40333	Full Stack Web Development		3
2	2	DFP40343	Visual Basic Programming	Discipline Core	3
2	۷	DFP40353	Mobile Application Development		3
		DFP40362	Business Intelligence		2
		DFP40373	Database Administration		3
TOTAL CREDIT					17

#### SOFTWARE APPLICATION DEVELOPMENT TRACK (SAD)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU22071	Kursus Integriti dan Anti Rasuah (KIAR)	Compulsory	1
		DFP50383 Integrative Programming Technologies		3	
3	1	DFP50393	Python Programming	Discipline Core	3
		DFP50403	Java Web Development		3
		DFT50194	Integrated Project	Project	4
TOTAL CREDIT					14

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
3	2	DUT60019	Industrial Training	Industrial Training	9
				TOTAL CREDIT	9

### PROGRAMME STRUCTURE NETWORKING SYSTEM TRACK (NS)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU24031	Sukan 1		
		MPU24041	Kelab/Persatuan 1	Compulsory	1
		MPU24XX1	Unit Beruniform 1	Compulsory	
		MPU22153	English for Digital Technology	Core Computing	3
1	1	DBM10143	Calculus and Algebra		3
		DFC10263	Computer Architecture		3
		DFC10273	Operating Systems		3
		DFC10252	Problem Solving and Program Design	Discipling Core	3
		DFT10173	Introduction to Computer System	Discipline Core	3
TOTAL CREDIT					18

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU23162	Pengajian Islam		2
		MPU23272	Pendidikan Moral		2
		MPU24051	Sukan 2	Compulsory	
		MPU24061	Kelab/Persatuan 2		1
1	2	MPU24XX1	Unit Beruniform 2		
	2	DBM20153	Discrete Mathematics		3
		DFC20283	Database Fundamentals		3
		DFC20293	Network and Data Communication	Core Computing	3
		DFC20303	Programming Fundamentals		3
		DFC20313	Cybersecurity Fundamentals		3
	TOTAL CREDIT				

#### **NETWORKING SYSTEM TRACK (NS)**

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU21072	Penghayatan Etika dan Peradaban	Compulsory	2
		DFC30323	Statistics and Probability	Core Computing	3
2	1	DFC30333	Ethics in Computing	Core Computing	3
2	Ĩ	DFT30183	Cyberpreneurship		3
		DFN30373	Switching Essentials	Discipline Core	3
		DFN30383	Open Source Operating System		3
TOTAL CREDIT					17

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		DFC40343	System Analysis and Design	Core Computing	3
		DFN40393	Routing Essentials	Discipline Core	3
2	2	DFN40403	Windows Server Administration		3
2	2	DFN40413	Network Security		3
		DFN40422	Embedded Internet of Things (IOT)		2
		DFN40433	Structured Cabling in Networking		3
TOTAL CREDIT					17

#### **NETWORKING SYSTEM TRACK (NS)**

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
		MPU22071	Kursus Integriti dan Anti Rasuah (KIAR)	Compulsory	1
		DFN50443	Enterprise Network	Discipline Core	3
3	1	DFN50453	Open Source Server Administration		3
		DFN50463	Network Administration Management		3
		DFT50194	Integrated Project	Project	4
TOTAL CREDIT					14

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
3	2	DUT60019	Industrial Training	Industrial Training	9
TOTAL CREDIT					9

# PROGRAMME MONITORING, REVIEW AND CONTINUAL QUALITY IMPROVEMENT

In facing challenges in technology, PKS has to become a dynamic learning organization that systematically monitors various issues to meet the demands of a constantly changing environment.

Therefore, our department gather feedbacks from multiple sources such as students, alumni, academic staff, professional bodies, and industries to assist with programme quality enhancement. We have strong linkage with stakeholders to ensure that the programme are relevant to the needs of the market, the industry, and society as a whole.

These stakeholders are the main players that will determine public acceptance of the graduates produced by this programme. Their views and feedback are crucial for programme improvement.





### WHAT IS MQA?

An official recognition to the Higher Learning Institute that Certificate, Diploma, Or Degree awarded to graduates meet the quality standard and criteria set by the Malaysian Qualifications Agency (MQA) and is aligned with the Malaysian Qualifications Framework (MQF).

### **BENEFITS MQA FOR STUDENTS**

- Enables students to continue their studies locally or abroad.
- Facilitates credit transfer subject to the terms and final decision of the respective institution.
- Facilitates students in obtaining financial assistance, such as being eligible to apply for loans from financing agencies like the National Higher Education Fund Corporation (PTPTN).
- Students are eligible to be considered for public sector employment. In addition, private sector employers also emphasize programs accreditation for their hiring decisions.

#### **PROGRAMME MONITORING AND REVIEW**

# FULL ACCREDITATION



**PROGRAMME MONITORING AND REVIEW** 

# FULL ACCREDITATION PREMIER DIGITAL TECH INSTITUTION

MINISTRY OF HIGHER ED	UCATION
MDEC	D Premier Digital Tech Institution**
Certificate of Rec	ognition
This certificate is awar	ded to
POLITEKNIK KUCHING (her Nex DEED/DID/PKS/NMI/20	
as PREMIER DIGITAL TECH Valid until 31 December 3	
Mahadhir Aziz	*****
Chief Executive Offic Malaysia Digital Economy Cr	

# JTMK COLLABORATION INDUSTRIES

















### 1 Campus Aerial View



### **2** Administration







4 TECC Room (Technology Enabled Collaborative Classroom)



5 Vending Machine







7 Perpustakaan Seri Kenyalang (Seri Kenyalang Library)











### 10 Computer Laboratories



11 Switching Device For Practical Purpose











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STUDENT HANDBOOK DIPLOMA IN INFORMATION TECHNOLOGY)

POLITEKNIK KUCHING SARAWAK

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