



JTMK



KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI



STUDENT HANDBOOK

DIPLOMA IN INFORMATION TECHNOLOGY

JTMK

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CORPORATE INFO





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."



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, referring 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

ABOUT US



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 33 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





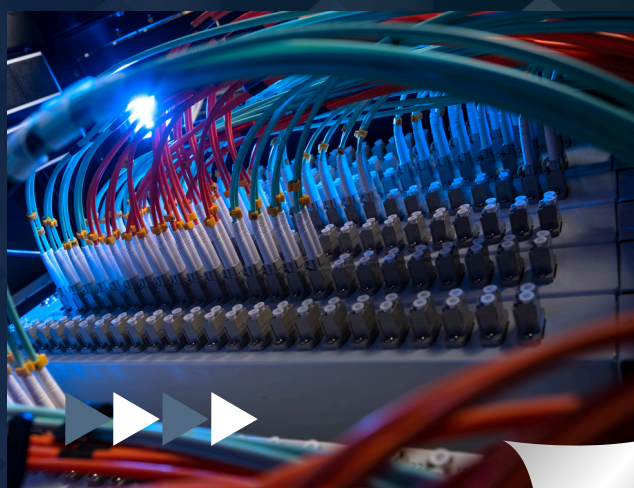
PROGRAMME OFFERED

SOFTWARE AND APPLICATION DEVELOPMENT

Led by Head of Programme Ts. Ng Boon Ding. There are 17 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.

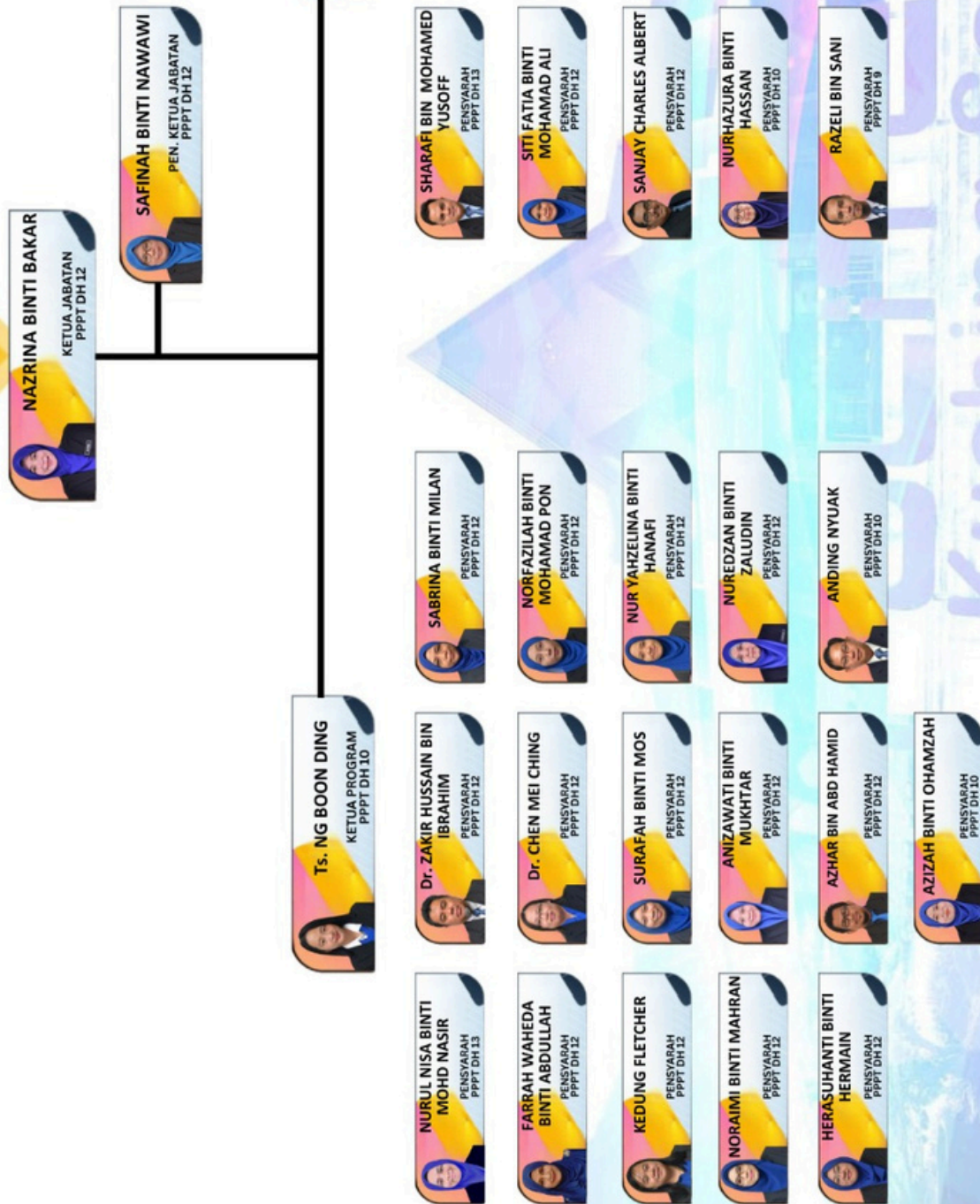




KESEKUTERAAN TEKNOLOGI MAKLUMAT
JABATAN TEKNOLOGI MAKLUMAT DAN KOMUNIKASI

Carta Organisasi

JABATAN TEKNOLOGI MAKLUMAT & KOMUNIKASI



Kuching Sarawak

TARIKH KEMASKINI: 2 JANUARI 2026

LIST OF SUPPORTING DEPARTMENT AND UNITS

STUDENT AFFAIRS DEPARTMENT

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 are provided in both competitive and recreational forms to help enhance natural talents in sports and sports management. 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.



LIST OF SUPPORTING DEPARTMENT AND UNITS

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 strengthened 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 non-academic 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.



LIST OF SUPPORTING DEPARTMENT AND UNITS

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 two-storey 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.

LIST OF SUPPORTING DEPARTMENT AND UNITS

QUALITY ASSURANCE UNIT

The Quality Assurance Unit is a crucial component of Politeknik Kuching Sarawak that is responsible for ensuring that its 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 organizations, 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 hostels are safe, peaceful, and equipped with living facilities. 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 self-reliance, tolerance, and nurture community spirit.

ENTREPRENEURSHIP 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.



LIST OF SUPPORTING DEPARTMENT AND UNITS

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. The courses provide opportunities for students to get into a broad range of careers in a variety of ICT sectors. This programme also provides the students with transferable skills and multiskilling which enable them to adapt to new technologies. In addition to the technical courses, students are also taught English for Digital Technology, Penghayatan Etika dan Peradaban, Pengajian Islam or Pendidikan Moral and Co- Curriculum, to enhance their competencies in soft skills. As the programme emphasizes self-initiated learning and hands-on competencies, graduates of this programme should be ready to take the 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
1	1	MPU24031	Sukan 1	Compulsory	1
		MPU24041	Kelab/Persatuan 1		
		MPU24XX1	Unit Beruniform 1		
		MPU22153	English for Digital Technology		3
		DBM10143	Calculus and Algebra	Core Computing	3
		DFC10263	Computer Architecture		3
		DFC10273	Operating Systems		3
		DFC10353	Programming Fundamentals		3
TOTAL CREDIT					16

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
1	2	MPU23162	Pengajian Islam	Compulsory	2
		MPU23272	Pendidikan Moral		
		MPU24051	Sukan 2		1
		MPU24061	Kelab/Persatuan 2		
		MPU24XX1	Unit Beruniform 2		
		DBM20153	Discrete Mathematics	Core Computing	3
		DFC20283	Database Fundamentals		3
		DFC20293	Network and Data Communication		3
		DFC20313	Cybersecurity Fundamentals		3
		DFK20013	Web Design Technology		Discipline core
TOTAL CREDIT					18

SOFTWARE APPLICATION DEVELOPMENT TRACK (SAD)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
2	1	DFC30323	Statistics and Probability	Core Computing	3
		DFC30333	Ethics in Computing		3
		DFK30023	User Experience Fundamentals	Discipline Core	3
		DFK30033	Cyberpreneurship		3
		DFK30053	Object Oriented Programming		3
		DFP30313	Digital Multimedia	Structure Elective	3
TOTAL CREDIT					18

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
2	2	DFC40343	System Analysis and Design Fundamentals	Core Computing	3
		DFK40063	Server Administration	Discipline Core	3
		DFK40073	Cloud Computing		3
		DFP40433	Business Intelligence	Structure Elective	3
		DFP40443	Full Stack Web Development		3
		DFP40453	Mobile Application Development		3
TOTAL CREDIT					18

SOFTWARE APPLICATION DEVELOPMENT TRACK (SAD)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
3	1	MPU22071	Kursus Integriti dan Anti Rasuah (KIAR)	Compulsory	1
		MPU21072	Penghayatan Etika dan Peradaban		2
		DFK50083	Python Programming	Discipline Core	3
		DFK50093	Computer Network Security		3
		DFP50413	Java-Based Application Development	Structure Elective	3
		DFT50194	Integrated Project	Project	4
TOTAL CREDIT					16
YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
3	2	DUT60019	Industrial Training	Industrial Training	9
TOTAL CREDIT					9

Program Structure

Diploma in Information Technology (Software and Application Development Track)

● Compulsory
 ● Core Computing
 ● Discipline Core
 ● Structure Elective
 ● Project
 ● Industrial Training



PROGRAMME STRUCTURE

NETWORKING SYSTEM TRACK (NS)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
1	1	MPU24031	Sukan 1	Compulsory	1
		MPU24041	Kelab/Persatuan 1		
		MPU24XX1	Unit Beruniform 1		
		MPU22153	English for Digital Technology		3
		DBM10143	Calculus and Algebra	Core Computing	3
		DFC10263	Computer Architecture		3
		DFC10273	Operating Systems		3
		DFC10353	Programming Fundamentals		3
TOTAL CREDIT				16	

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
1	2	MPU23162	Pengajian Islam	Compulsory	2
		MPU23272	Pendidikan Moral		
		MPU24051	Sukan 2		1
		MPU24061	Kelab/Persatuan 2		
		MPU24XX1	Unit Beruniform 2		
		DBM20153	Discrete Mathematics	Core Computing	3
		DFC20283	Database Fundamentals		3
		DFC20293	Network and Data Communication		3
		DFC20313	Cybersecurity Fundamentals		3
		DFK20013	Web Design Technology	Discipline core	3
TOTAL CREDIT					18

NETWORKING SYSTEM TRACK (NS)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
2	1	DFC30323	Statistics and Probability	Core Computing	3
		DFC30333	Ethics in Computing		3
		DFK30023	User Experience Fundamentals	Discipline Core	3
		DFK30033	Cyberpreneurship		3
		DFK30053	Object Oriented Programming		3
		DFN30533	Switching and Routing Essentials	Structure Elective	3
TOTAL CREDIT					18

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
2	2	DFC40343	System Analysis and Design Fundamentals	Core Computing	3
		DFK40063	Server Administration	Discipline Core	3
		DFK40073	Cloud Computing		3
		DFN40503	Embedded Internet of Things (IoT)	Structure Elective	3
		DFN40543	Enterprise Network		3
		DFN40553	Structured Cabling In Networking		3
TOTAL CREDIT					18

NETWORKING SYSTEM TRACK (NS)

YEAR	SEMESTER	COURSE CODE	COURSE	CLASSIFICATION	CREDIT
3	1	MPU22071	Kursus Integriti dan Anti Rasuah (KIAR)	Compulsory	1
		MPU21072	Penghayatan Etika dan Peradaban		2
		DFK50083	Python Programming	Discipline Core	3
		DFK50093	Computer Network Security		3
		DFN50563	Advanced Server Administration	Structure Elective	3
		DFT50194	Integrated Project	Project	4
TOTAL CREDIT					16

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

Program Structure

Diploma in Information Technology (Networking Track)

● Compulsory
 ● Core Computing
 ● Discipline Core
 ● Structure Elective
 ● Project
 ● Industrial Training





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.

FULL ACCREDITATION MQA



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.

FULL ACCREDITATION

MQA



FULL ACCREDITATION PREMIER DIGITAL TECH INSTITUTION



JTMK COLLABORATION INDUSTRIES



ONE OR ZERO
TECHNOLOGIES



VIRTUAL SPACE CENTRE



Sarawak
Skills



GEARWORKS



infollective



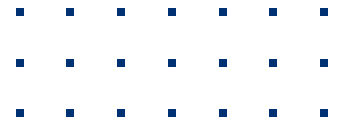
FUYA ENERGY

PCiIMAGE
QUALITY • RELIABILITY • PERFECTION



AMALGAMATED BATTERY MANUFACTURING

PANORAMA POLITEKNIK KUCHING SARAWAK



1 Campus Aerial View



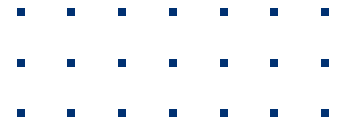
2 Administration



3 Koperasi



PANORAMA POLITEKNIK KUCHING SARAWAK



- 4** TECC Room
(Technology
Enabled
Collaborative
Classroom)



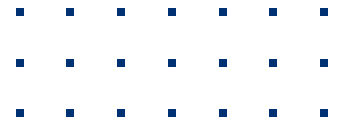
- 5** Vending
Machine



- 6** JTMK
Building



PANORAMA POLITEKNIK KUCHING SARAWAK



7 *Perpustakaan Seri Kenyalang (Seri Kenyalang Library)*



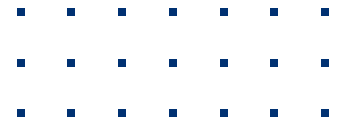
8 Hostel



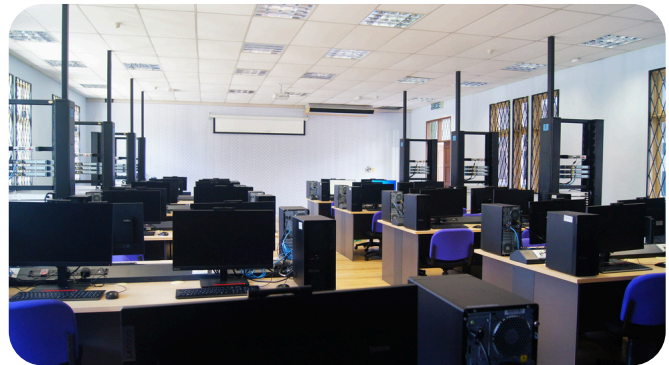
9 Lecture Rooms



PANORAMA POLITEKNIK KUCHING SARAWAK



10 Computer Laboratories



11 Switching Device For Practical Purpose



HALL OF FAME



EDITORIAL TEAM



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STUDENT HANDBOOK DIPLOMA IN INFORMATION TECHNOLOGY)

POLITEKNIK KUCHING SARAWAK

(online)