



LANGKAWI TOURISM ACADEMY
@ KOLEJ KOMUNITI LANGKAWI

DIPLOMA IN HOTEL
MANAGEMENT (WBL)

STUDENT HANDBOOK

Diploma In Hotel Management (WBL)

STUDENT'S HANDBOOK

Joint Certificate with Taylor's University

© Langkawi Tourism Academy@Kolej Komuniti Langkawi , KPTM

Langkawi Tourism Academy @ KK Langkawi
Jalan Pantai Chenang, Mukim Kedawang
07000, Langkawi
Kedah Darul Aman

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DIRECTOR'S FOREWORD



ENCIK MOHAMMAD AZWAN BIN JA'AFAR, AMP
MENANGGUNG KERJA JAWATAN PENGARAH
LANGKAWI TOURISM ACADEMY

Thanks goodness of Allah, for His blessing and gift of the student's handbook in collaboration with the academic and non-academic units that provided information on the programs and serviced offered.

This student's handbook is a guide book related to all activities and programs involved in Langkawi Tourism Academy @ Kolej Komuniti Langkawi.

The purpose of this student's handbook is to provide all of the information in one e-book that can be shared without referring to various parties separately. Therefore, I personally would like to thank all those who contribute their energy and ideas in order to make this e-book becomes reality.

Hopefully, this student's handbook will not only be a student reference material to those who are curious about the Langkawi Tourism Academy @ Kolej Komuniti Langkawi programs Hence, it is hoped that it will be a significant guide to those in need.

Thank you.

ABOUT LTA@KKLK

The LTA@KKLK is guided by the principle that academic programmes are the building blocks that support the larger vision and mission of the institution and the country. Academic staffs are mindful of and committed to these larger institutional goals when designing programmes and strive to ensure that these tenets complement each other. The programmes design is strongly influenced by the government teaching & learning philosophy which clearly describes the approaches in developing the complete set of graduate competencies in all students, capabilities that encompass the knowledge, cognitive capabilities and soft skills of our graduates and that are believed to be essential for sustained individual success in life and work.

The LTA@KKLK contends that the quality of the institution and the integrity of its programmes is ultimately assessed by the successful ability of its graduates to carry out their expected roles and responsibilities in society. This requires a clear statement of the competencies, i.e., the practical, intellectual and soft skills that are expected to be achieved by the student at the completion of the programmes of study. The main domains of learning outcomes cover knowledge, practical and social skills, critical and analytical thinking, values, ethics and professionalism following the levels of competency as defined in the Malaysian Qualifications Framework (MQF).

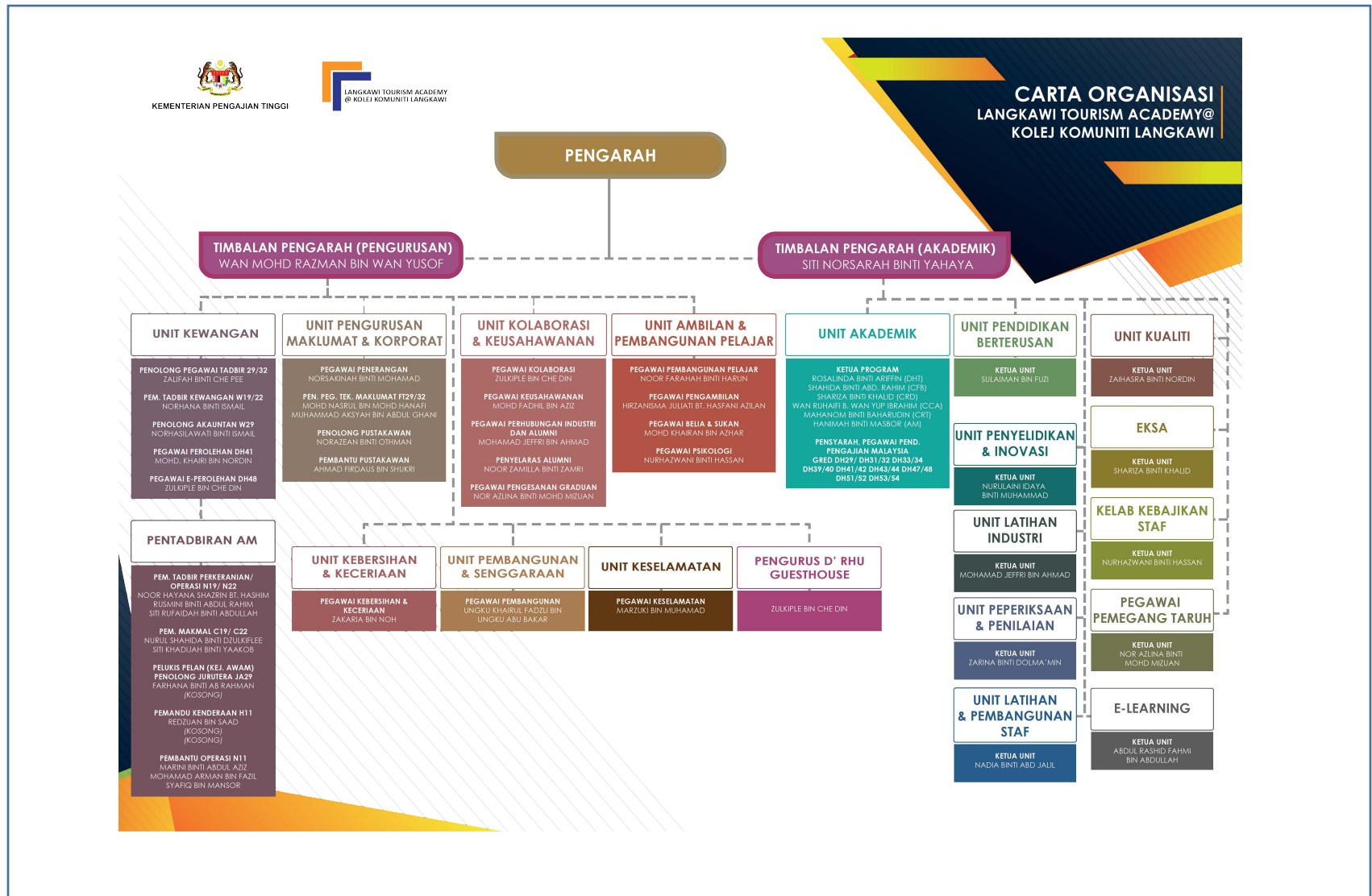
VISSION

To be a Centre of educational development with the commitment to build a community that is knowledgeable and skilled in line with the national education philosophy.

MISSION

Expanding access to education, socio-economic enhancement and welfare of the community through training, skills and lifelong learning.

ORGANIZATION CHART



PROGRAMME ORGANIZATION CHART



DHT SEMESTER 1

Food Hygiene &
Sanitation / HOS 4033



**ZAIHASRA BINTI
NORDIN**

- Ijazah Sarjana Muda Sains dan Teknologi Makanan
- Sarjana Pendidikan (Teknikal)

Principles Of Food
And Beverage
Service / HOS 4024



**SHAHIDA BINTI ABDUL
RAHIM**

- Diploma Pengurusan Hotel, UiTM
- Ijazah Sarjana Muda Sains (Kepujian) Pengurusan Hotel, UiTM

Principles Of Food
Production /
HOS 4103



**NORHISHAMUDIN BIN
MD ZAIN**

- Ijazah Sarjana Muda (Kepujian) Pengurusan Perhotelan, UMS

Business Of
Hospitality &
Tourism / HOS 4012



MAHERAN BT REFIN

- Ijazah Sarjana Muda Pengurusan Pelancongan

Study Skill /
HOS 4012



**HANIMAH
MASBOT@MASBOR**

- Ijazah Sarjana Muda Kejuruteraan Awam
- Sarjana Pendidikan Teknik & Vokasional

English / ELS 4014



**NOOR ZAMILLA
BINTI ZAMRI**

- Ijazah Pendidikan (Kepujian) - TESL

DHT SEMESTER 2

Principles Of
Housekeeping /
HOS 4114



AIDA JULIA BINTI ISHAK

- [Diploma Pengurusan Hotel dan Katering, Politeknik](#)
- [Sarjana Muda Pengurusan Hospitaliti, UUM](#)

Principles Of Front
Office / HOS 4054



SHARIZA BINTI MOHD KHALID

- [Diploma Pengurusan Hotel, UiTM](#)
- [Sarjana Muda Sains \(Kepujian\) Pengurusan Hotel, UiTM](#)

Restaurant Service /
HOS 4044



SULAIMAN BIN FUZI

- [Diploma Pengurusan Perkhidmatan Makanan, UiTM](#)
- [Sarjana Muda Sains Pengurusan Perkhidmatan Makanan, UiTM](#)

Beverage Studies / HOS
4063



MOHD JEFFRI BIN AHMAD

- [Diploma Pengurusan Hotel, UiTM](#)
- [Sarjana Muda Sains \(Kepujian\) Pengurusan Hotel, UiTM](#)

Customer Relation /
HOS 4072



MOHD NOR HALIM BIN SABTU

- [Diploma Pengurusan Hotel, UiTM](#)
- [Sarjana Muda Pengurusan Hotel & Pelancongan](#)

DHT SEMESTER 3

Supervision of
Hospitality Operation /
MGM 4013



**NOOR FARAHAH BINTI
HARUN**

- Diploma Hotel Dan Katering, Politeknik
- Ijazah Sarjana Muda Perniagaan (Pengurusan Hotel) (Kepujian)

Hotel Operation
Management / MGM
4023



**NOR ZAIRINA BINTI
ZAINAL ABIDIN**

- Diploma Pengurusan Hotel, UiTM
- Ijazah Sarjana Sains (Kepujian) Pengurusan Hotel, UiTM
- Master In Hospitality Management, UiTM

Principles of Marketing
/ MGM 4033



**ROSALINDA BINTI
ARIFFIN**

- Diploma Pengurusan Hotel, UiTM
- Ijazah Sarjana Sains (Kepujian) Pengurusan Hotel, UiTM
- Sarjana Pendidikan Teknikal Dan Vokasional UTHM

Introduction to Human
Resources Management /
HOS 4052



**NOR MAIZURA BINTI
IBRAHIM**

- Diploma Pengurusan Hotel, UiTM Dungun
- Diploma Pendidikan Lulusan Ijazah, UPM
- Sarjana Muda Sains (Kepujian) Pengurusan Hotel, UiTM
- Sarjana Pengurusan Hospitaliti, UiTM

Pengajian Malaysia
2 / MPU 4163



**NUR ADHWA FARAHIN
BINTI SAPARUDIN**

- Ijazah Sarjana Muda Pengajian Islam (Kepujian) (Dakwah dan Kepimpinan)
- Ijazah Sarjana Pengajian Islam (Dakwah & Kepimpinan)

Life Skills For
Personal
Development /
MPU 4222



ZAKARIA BIN NOH

- Diploma Pengajian Islam Usuluddin
- Ijazah Sarjana Muda Usuluddin (Perbandingan Agama), Universiti Islam Negeri Sultan Syarif Kassim (UIN SUSKA), Indonesia

*Maklumat Pensyarah Berdasarkan Reten Perjawatan Mei 2020

DHT SEMESTER 4

Hotel Business Case Study/ MGM 4043	Law For Hospitality/ MGM 4102	Fundamental of Hotel Data Analysis/ MGM 4073	Principle of Purchasing & Supply Chain/ MGM 4063	Hotel Green Practice/ HOS 4092	Food Safety and Halal Practices / HOS 4082	Millennials In Malaysia: Cultivating Interpersonal Relationships/ MPU 4312	Community Service / MPU 4412
		 					
<p>WAN RUHAIFI BIN WAN YUB IBRAHIM</p> <ul style="list-style-type: none"> • Diploma Seni Kulinari.UITM • Ijazah Sarjana Muda Pengurusan Perkhidmatan Makanan,UTM 	<p>ROSALINDA BINTI ARIFFIN (ASSIST)</p> <ul style="list-style-type: none"> • Diploma Pengurusan Hotel.UITM • Ijazah Sarjana Sains (Kepujian) Pengurusan Hotel, UITM • Sarjana Pendidikan Teknikal Dan Vokasional.UTHM 	<p>NOR ZAIRINA BINTI ZAINAL ABIDIN</p> <ul style="list-style-type: none"> • Diploma Pengurusan Hotel.UITM • Ijazah Sarjana Sains (Kepujian) Pengurusan Hotel, UITM • Master In Hospitality Management, UITM <p>NOOR FARAHAH BINTI HARUN (ASSIST)</p> <ul style="list-style-type: none"> • Diploma Hotel Dan Katering.Politeknik • Ijazah Sarjana Muda Pemiagaan (Pengurusan Hotel) (Kepujian) 	<p>NOR ASFARUL LAIL AZWAN BIN HARIS</p> <ul style="list-style-type: none"> • Diploma Seni Kulinari.UITM • Ijazah Sarjana Muda Pengurusan Hotel, UITM • Sarjana Pengurusan Hotel & Pelamcongan UITM 	<p>NOR AZLINA BINTI MOHD MIZUAN</p> <ul style="list-style-type: none"> • Ijazah Sarjana Muda Pengurusan Pelancongan. 	<p>ZAIHASRA BINTI NORDIN</p> <ul style="list-style-type: none"> • Ijazah Sarjana Muda Sains dan Teknologi Makanan • Sarjana Pendidikan (Teknikal) 	<p>AHMAD KHAIRULHAZIQ BIN ZULKIFLI</p> <ul style="list-style-type: none"> • Ijazah Sarjana Muda TESL, UITM 	<p>NURULAINI IDAYA BINTI MUHAMMAD</p> <ul style="list-style-type: none"> • Diploma Seni Lukis Dan Seni Reka Grafik • Ijazah Sarjana Muda Seni Lukis Dan Seni Reka Grafik • Sarjana Pendidikan Teknik & Vokasional

FACILITIES

AREA	QUANTITY	CAPACITY
1. Glass Hall	1	50
2. Seminar Room	1	50
3. Culinary Demo Room	1	16
4. Front Office Suite	1	16
5. Housekeeping Suite	1	16
6. Training Room	1	16
7. Innovation Laboratory	1	16
8. E-Learning Laboratory	1	16
9. I-Conference Laboratory	1	16
10. Student Study Room	1	16
11. Language Laboratory	1	30
12. Modular Kitchen	1	30
13. Commercial Restaurant	1	40

WORK BASED LEARNING IN LTA

Description		How it achieves programme learning outcomes
Work Based Learning	<i>Provides students with real-life work experiences where they can apply academic and technical skills, develop their employability and acquire new competencies</i>	<i>At diploma level, PLO focused on technical competencies remain essential for students to reach supervisory position. Work-Based learning is an established strategy to provide graduate with high level of technical competencies and increase their employability in the market place.</i>
Work Based Learning module	<i>Modules delivered through Work Based model require students during their attachment to record their learning of new methods, techniques and processes with the support of their tutor.</i>	<i>This method enable student to excel in the PLO focus on technical competencies and supervisory competencies. Students have the possibility to learn from the industry itself and be guided by their tutor on acquiring effective practices of supervisory skills.</i>

PROGRAMME SYNOPSIS

No.	Module	Synopsis
1	Business of Hospitality and Tourism - HOS4012	This Module/Subject provides students with a general introduction to hospitality and tourism reviewing the overall organization and contribution of various industries (travelling, accommodation, food service and MICE) to the overall sector. The module is also designed to introduce the different business model used with the accommodation and food service industry with a focus on the recent models initiated by the development of digital technologies.
2	Principles of Food and Beverage Service – HOS4024	This module is designed to equip students with the fundamental knowledge and skills required for dining room <i>Mise-en-Place</i> . Performed in a simulated environment, it allows students to understand the main work organization required in F&B as well as practice the basic techniques related to service. Students also acquire fundamental knowledge in equipment used in premises and basic F&B space layout.
3	Principles of Food Production - HOS4103	This module is designed to equip students with the fundamentals knowledge and skills required for the basic food preparation. Performed in a simulated environment, it allows students to understand the main work organization required in kitchen as well as practice the basic cutting and cooking techniques involved for various type of food product. Students also acquire fundamental knowledge on basic food product used in culinary.
4	Food Hygiene and Sanitation - HOS4033	This subject is devoted to food hygiene monitoring as well as the basic principle of sanitation. Students also learn basic microbiology principles, condition for growth of bacteria and are engaged in

		designing documents to support the control of hygiene principles and processes within kitchen and F&B areas.
5	Principles of Housekeeping - HOS4114	Throughout this module, students will be taught on the various techniques required for handling housekeeping operation. Moreover, they will acquire fundamental knowledge related to guest typology, material and equipment used in hotel industry. Taught in a simulated environment, students are given the opportunity to progressively acquire the methods and techniques practiced in housekeeping.
6	Customer Service and Sales - HOS4072	Throughout this module, students will be taught on the tangible/intangible dimensions of customer's experience and will discover how to recommend products and services for various cultures. Moreover, they will be exposed to the different tools and methods used to maintain and monitor customer experience quality but also the methods used to measure service quality. This module is designed to enrich students' knowledge on customers and enhance their performance while dealing with customers during practical class and placement.
7	Beverage Studies - HOS4063	Throughout this module student will be taught on the various types of hot and cold beverages commonly served in hospitality and the preparation/service method required. Moreover, they will discover the main principles of mixology and bartending, allowing the preparation of mocktail using shaken, direct and stir method. Finally, students will be exposed to wine knowledge and discover the various wine opening techniques.
8	Principles of Front Office - HOS4054	Throughout this module, students will be taught on the various techniques required for handling front office operation and completing guest cycle. Delivered in a simulated environment, students will practice the various techniques using the traditional manual forms and property management system. The module also explores the relation between front office and various internal and external stakeholders, with a special emphasis on Online Travel Agents
9	Restaurant Service - HOS4044	This module focuses on the practice of service sequence as well as complete operation for pre-service setup, pre-opening briefing and post service review. Emphasis is given on the student's ability to

		comply to procedures for operating the restaurant as well as perform complete service sequence including upselling.
		This module also cover the preparation and organization by students of a themed dinner using banquet service.
10	Supervision of Hospitality Operation - MGM4013	The module focuses on the core competencies required for the supervision of hospitality operation and support the achievement and maintenance of standards. Topics equip students with the required methodology to effectively monitor compliance to standards, provide constructive feedbacks to collaborators for continuous improvement, perform demonstration to support explanation of S.O.P and conduct an operation briefing.
11	Introduction to Human Resource Management - MGM4052	The module is designed to introduce students the various functions and duties carried by the Human Resource department and how it supports operations in the planning and management of manpower. Students are also trained on the preparation of Job Description and how it is aligned to the operational needs, standards and the overall contractual terms practiced in the company.
12	Principles of Marketing - MGM4033	This subject is designed to provide the candidate a comprehensive, innovative, managerial and practical introduction to marketing. The study of marketing concerns itself with the fundamental functions/activities related to the movement of goods and services from the producer to the consumers. It deals, for example, with marketing mix applied to hospitality, communication strategies, pricing policies, distribution channels and consumer behavior.
13	Hotel Operation Management - MGM4023	The module is designed to train students on completing and preparing the main documentations used to support daily operation in hospitality. While gaining the fundamental knowledge required to complete documents such as inventory, cashiering report or duty roster. Students are also exposed to the basic principles to produce effective display for hygiene, safety etc enabling to effectively communicate on operating system.
14	Food Safety & Halal Practices - HOS4082	The module offers students a complete overview of the HACCP and Halal norm and standards hotels are expected to comply with, in the international and Malaysian context. The module is conducted in

		semester 3 with the integration of project component exposing students to the key rules and best practices.
15	Fundamental of Hotel Data Analysis - MGM4073	The module expose students to the basic financial data and core performance indicators used by the industry to set departmental goal and outlet targets. Topics include fundamental accounting principles focusing on the production and understanding of Balance Sheet, Profit & Loss and the calculation of costing and selling price. Students are also trained to the calculation and reading of key performance indicator such as occupancy rate, turnover etc.
16	Hotel Business Case Studies - MGM4043	The module provides students the opportunity to apply the theoretical & technical knowledge acquired in hotel operations and supervision techniques. Designed to develop problem solving and critical thinking competencies, students are engaged in a series of case studies focusing on the current guest, workforce and service issues faced commonly in the industry as well as the development of entrepreneurial skills. To recommend effective solutions, students are required to combine all the knowledge and competencies acquired in previous modules and clearly visualize problemitisation and solutions.
16	Law for Hospitality - MGM4102	The module is designed to provide students an understanding of the legal framework hotel must comply to regarding their guest and employee as well as an overall understanding of the court and jurisdiction in charge of employer and employee conflict. Students are also exposed to the license requirement for hotels as well as all the mandatory display required with the premises.
17	Principles of Purchasing and Supply Chain - MGM4063	This module covers principles of purchasing and supply chain focusing on hospitality needs (foods, beverage etc. Students acquire the necessary knowledge and competencies for the development of product and purchase specifications, determination of order quantities, proper receiving procedures, storage management, and security procedures. Emphasis on product on purchasing cycle and stock calculation develop students capability in achieving performance target and budgets.
18	Hotel Green Practices - HOS4092	The module offers students a complete overview of the green practices implemented by international hotel chains. The module is

		conducted through semester 4 with the integration of project component exposing students to the key rules and best practices.
19	Restaurant Management - MGM4085	This module is designed to enhance students' technical competencies in the field of F&B in a real working environment and expose them to the supervisory techniques practiced in the host company within F&B operations. Conducted fully on work based learning model, students learning and exposure is ensured by the coach trained and assigned to the students. Through mentoring sessions, students get constructive inputs on their work performance, are exposed to supervisory skills practices in the host company, and learn to excel in achieving hotel standards.
20	Room Division Management - MGM4095	This module is designed to strengthen students' technical competencies in the field of room Division in a real working environment and expose them to the supervisory techniques practiced in the hosting company within Room Division operations. Conducted fully on work based learning model, students learning and exposure is ensured by the mentor allocated to the students. Through mentoring sessions, students get constructive inputs on their work performance, are exposed to supervisory skills practices in the hosting company, and learn to excel in achieving hotel standards.
21	Industrial Training - IND40110	The Industrial Training enable students to practice all the supervisory skills and competencies acquired throughout the course by assisting the supervisor to carry its daily tasks. Students have the option to focus between F&B or Room division in order to facilitate their job placement area of their technical specialization. The industrial training provide an effective platform for students to be hands-on with the application of supervisory skills while operating in an environment that they are familiar with through prior work based learning modules.

JOB PROSPECT

1. Food and Beverage Supervisor
2. Front Office Supervisor
3. Housekeeping Supervisor
4. Entrepreneur for food and beverage business
5. Entrepreneur for accommodation business
6. Hotel Sales coordinator
7. Hotel Supervisor

PROGRAMME EDUCATIONAL OBJECTIVE

Programme Educational Objectives	
Broad statements that describe the career and professional accomplishments that the programme is preparing graduates to achieve after they have graduated.	
PEO 1	Develop employability skills at supervisory level through specific knowledge and skills focusing on hotel operations
PEO 2	Demonstrate employee and organization operational and commercial performance through creativity
PEO 3	Enhance employee social and professional well-being, thriving for excellence and continuous improvement

PROGRAMME LEARNING OUTCOME

Programme Learning Outcomes	
The statements below describe the specific and general knowledge, skills, attitude and abilities that the programme graduates should demonstrate upon graduation. Programme graduates are expected to have acquired the outcome by the time they finish all the coursework in their programme.	
PLO 1	<i>Acquire general knowledge on the industry and core factors affecting its development</i>
PLO 2	<i>Perform technical skills independently and in team complying to hotel standards</i>
PLO 3	<i>Suggest action plan to solve issues related to guest, operation or workforce</i>
PLO 4	<i>Integrate financial, legal, cultural and environmental consideration in operation practices</i>
PLO 5	<i>Perform demonstration on Standard Operating Procedure, monitor compliance and provide corrective action for achievement of standards</i>
PLO 6	<i>Demonstrate digital proficiency for implementation and monitoring of operational documentations</i>
PLO 7	<i>Suggest ideas of product/services in line with market and business consideration</i>
PLO 8	<i>Communicate effectively with stakeholders and international guest portraying corporate values & professionalism</i>
PLO 9	<i>Demonstrate self-improvement initiative and identify suitable development needs</i>
PLO 10	<i>Engage with the community and demonstrate ethic and sense of national belonging</i>

PROGRAMME STRUCTURE

DIPLOMA IN HOTEL MANAGEMENT				
SEMESTER	COURSE NAME	CODE	CLASSIFICATION	CREDIT VALUE
SEMESTER 1	BUSINESS OF HOSPITALITY AND TOURISM	HOS4012	CORE	2
	PRINCIPLES OF FOOD AND BEVERAGE SERVICE	HOS4024	CORE	4
	PRINCIPLES OF FOOD PRODUCTION	HOS 4103	CORE	3
	FOOD HYGIENE & SANITATION	HOS4033	CORE	3
	STUDY SKILL	EDL4012	COMPULSORY	2
	ENGLISH	ELS4014	COMPULSORY	4
	TOTAL CREDIT VALUE			
SEMESTER 2	RESTAURANT SERVICE	HOS4044	CORE	4
	PRINCIPLES OF HOUSEKEEPING	HOS 4114	CORE	4
	PRINCIPLES OF FRONT OFFICE	HOS 4054	CORE	4
	BEVERAGE STUDIES	HOS4063	CORE	3
	CUSTOMER SERVICE AND SALES	HOS4072	CORE	2
	BAHASA KEBANGSAAN 'A'	MPU4512	COMPULSORY	2
TOTAL CREDIT VALUE				17
SEMESTER 3	SUPERVISION OF HOSPITALITY OPERATION	MGM 4013	CORE	3
	HOTEL OPERATION MANAGEMENT	MGM 4023	CORE	3
	PRINCIPLES OF MARKETING	MGM 4033	CORE	3
	INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	MGM 4052	CORE	2
	FOOD SAFETY AND HALAL PRACTICES	HOS 4082	CORE	2
	LIFE SKILLS FOR PERSONAL DEVELOPMENT	MPU 4222	COMPULSORY	2
	PENGAJIAN MALAYSIA 2	MPU 4163	COMPULSORY	3
TOTAL CREDIT VALUE				12
SEMESTER 4	HOTEL BUSINESS CASE STUDIES	MGM 4043	CORE	3
	LAW FOR HOSPITALITY	MGM 4102	CORE	2
	FUNDAMENTAL OF HOTEL DATA ANALYSIS	MGM 4073	CORE	3
	PRINCIPLE OF PURCHASING & SUPPLY CHAIN	MGM 4063	CORE	3
	HOTEL GREEN PRACTICES	HOS 4032	CORE	2
	MILLENNIALS IN MALAYSIA: CULTIVATING INTERPERSONAL RELATIONSHIPS	MPU 4312	COMPULSORY	2
	COMMUNITY SERVICE	MPU 4412	COMPULSORY	2
	TOTAL CREDIT VALUE			
SEMESTER 5	RESTAURANT MANAGEMENT (WBL)	MGM 4085	CORE	5
	TOTAL CREDIT VALUE			
SEMESTER 6	ROOM DIVISION MANAGEMENT (WBL)	MGM 4095	CORE	5
	TOTAL CREDIT VALUE			
SEMESTER 7	INDUSTRIAL TRAINING	IND 40110	CORE	10
	TOTAL CREDIT VALUE			
ACCUMULATE TOTAL CREDIT VALUE				90
Semester 1	Semester 2	Semester 3	Semester 4	
14 weeks of study	14 weeks of study	14 weeks of study	14 weeks of study	
1 week of revision	1 week of revision	1 week of revision	1 week of revision	
1 week of examination	1 week of examination	1 week of examination	1 week of examination	
Total : 16 weeks	Total : 16 weeks	Total : 16 weeks	Total : 16 weeks	
*Work-Based Learning : 10 weeks	*Work-Based Learning : 10 weeks		* Industrial Attachment: 16 weeks	
Semester 5	Semester 6		Semester 7	
*Total Duration Program: 100 weeks				

COURSE INFORMATION

DIPLOMA IN HOTEL MANAGEMENT

Programme Reference Number

MQA/PA 11938

Delivery Medium

English / Bahasa Malaysia

Mode of Study

Course Work and Industry / Full time

Admission Requirements

1. Possesses Sijil Pelajaran Malaysia (SPM) with minimum of three credits in any subject or its equivalent; OR
2. A pass in Sijil Tinggi Persekolahan Malaysia (STPM) with a minimum of Grade C (GP 2.00) in any subject or its equivalent; OR
3. A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul in any subject or its equivalent; OR
4. A pass in Sijil Kemahiran Malaysia (SKM) Level 3 MQF in related field AND possesses APM with one credit; OR
5. A Certificate (Level 3 MQF) in related field or its equivalent; OR
6. Any other equivalent qualification that is recognized by the Government of Malaysia

Duration of Study

	Full time	
	Long Semester	Short Semester (WBL)
Number of Weeks*	16	9
Number of Semester	5	2
Number of year	3 Years	

**Including Revision and Examination Week*

Teaching and Learning Method

Lecture, tutorial, practical, Work-Based Learning (WBL) and Internship

Internship

1 semester (16 Weeks)

Total Credit to Graduate

90 credit

EDITORIAL

1. ROSALINDA BINTI ARIFFIN (CONTENTS)
2. NURULAINI IDAYA BINTI MUHAMMAD (GRAPHIC DESIGNER)