



Dengan kerjasama

DIPLOMA PENGURUSAN TEKNOLOGI

FAKULTI PENGURUSAN DAN INDUSTRI HALAL



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PENGENALAN

Program ini akan melahirkan graduan yang boleh bekerja sebagai penolong pegawai tadbir, penyelia barisan dan penolong eksekutif (pentadbiran dan kewangan).

Graduan juga boleh melanjutkan pelajaran mereka di peringkat ijazah sarjana muda pengurusan teknologi atau sarjana dalam bidang yang berkaitan di universiti tempatan atau luar negara.

A

Kompeten, kreatif dan inovatif dalam menyelesaikan pelbagai masalah dalam pengurusan teknologi.

Bagi memenuhi objektif program ini, graduan seharusnya lebih:

B

Berkomunikasi secara berkesan dengan kemahiran kepimpinan dan keyakinan diri sambil berusaha untuk peningkatan kerjaya melalui pembelajaran sepanjang hayat.

Memartabatkan nilai etika dan menyumbang kepada keperluan organisasi dan masyarakat dengan menyertai pelbagai aktiviti yang berkaitan.

C

KENAPA PERLU PILIH DPT KOLEJ UNITI?

1

Program Kerjasama
Universiti Teknologi
Malaysia - UNITI

2

Kelayakan
masuk yang
minimum

3

Silabus memenuhi
asas pengurusan
teknologi dan
keperluan industri

4

Kuliah yang
komprehensif

5

Kerjaya dalam
pelbagai
bidang

6

maklum balas
positif dari
industri

SYARAT KEMASUKAN



Lulus Sijil Pelajaran Malaysia (SPM) sekurang-kurangnya TIGA (3) kepujian Gred(C) termasuk Bahasa Melayu dan dalam mata pelajaran Matematik, SATU (1) daripada mata pelajaran yang lain dan lulus dalam mata pelajaran Bahasa Inggeris

STRUKTUR KURIKULUM

SEMESTER 1

- Appreciation For Ethics and Civilization
- Introductory Academic English
- Principles of Management
- Principles of Microeconomics
- Business Accounting
- Microcomputer Application

SEMESTER 2

- Science, Technology and Mankind
- Intermediate Academic English
- Principles of Marketing
- Technology Management
- Business Mathematics

SEMESTER 3

- Graduate Success Attributes
- Co-curriculum and Service Learning
- Introduction to Operation Management
- Introduction to Finance
- Organizational Behaviour

SEMESTER 4

- Quality Management
- Interpersonal Communication
- Technology Entrepreneurship Management
- Management Information Systems
- Manufacturing Process

SEMESTER 5

- Production and Planning Control
- Human Resource Management
- Commercial Law
- Technology Commercialization
- Research Development and Innovation

SEMESTER 6

- Industrial Training
- Industrial Training Report



RINGKASAN KURSUS

PRINCIPLE OF MANAGEMENT

This course is designed to expose students to the management functions in an organization. It introduces students to the concept relating to management, particularly, planning, organizing, leading, and control. Included are topics such as managerial competencies, trends that affect management of organizations, human resource management, motivation, and innovation. At the end of the course, students should be able to highlight the importance of communication to managers, and the elements required of an effective presentation.

TECHNOLOGY MANAGEMENT

This course aims to introduce the fundamentals and core concepts in the management of technology (MOT) and the applicable tools. It covers the basic concepts of developing, acquiring, and exploiting new and existing technologies. Apply some concepts and tools often used by organizations in analyzing technology, innovation, and related strategies.

QUALITY MANAGEMENT

This discusses the concept and methodology of Quality Management. The course outlines the principles of quality management as well as quality tools and techniques used for quality control and quality improvement. Topics covered include quality culture, ethics, corporate social responsibility, quality principles such as customer focus, leadership, teamwork, quality education and training, partnering as well as statistical quality control tools and techniques. The course is designed to facilitate students acquiring knowledge and understanding on principles of quality management and methodology for quality control and improvement. This course embraces authenticity of generic skills (teamwork) when engaging in the process of completing the task given.

INTRODUCTION TO OPERATION MANAGEMENT

This course is designed to expose the students to the operations function of various dimensions of the firm. It will focus on the operations of management organization, principles of efficient location, layout, and materials handling design in the workplace, method study and work measurement principles to business, design effective planning, scheduling and control systems for various types of manufacturing and service-oriented businesses and technology used in industry. Students are required to make a visit to a firm or factory as their group project and to prepare a report upon their visit.

TECHNOLOGY ENTREPRENEURSHIP

This course introduces students the basic concept of technology entrepreneurship as well as the process of creating new technology-based ventures. Specifically, the coverage includes opportunity recognition process, legal forms of business, options in setting up technology-based ventures, planning and arranging for resources to set up new ventures and financing options for new ventures. At the end of this course student will be able to develop business plan.



RESEARCH DEVELOPMENT AND INNOVATION

This course aims to extend the understanding of critical issues and conceptual frameworks involved in the management of R&D innovation and activities. It provides the skills of innovation management, R&D and new product development (NPD) activities at operational level.

TECHNOLOGY COMMERCIALIZATION

This course provides an overview of social scientific research on the organisational contexts, processes and outcomes of technology commercialization. It focuses on how the commercialization of technology involves fundamental knowledge into commercial application. Technology transfer covers a wide array of actors, processes, and circumstances and development through normal channels within an organizational field. Through discussion is mainly from the technology transfer perspective, there are topics in which the transferee perspective will be addressed.

HUMAN RESOURCE MANAGEMENT

This course introduces students to strategies for managing people in the workplace, via the theory and practice of human resource management (HRM). This course provides an overview of the key functions undertaken by managers with responsibility for effectively utilizing and retaining an organization's human resources. Functions such as recruitment and selection, training and development, performance management and compensation are examined. At the end of the course, students will be able to demonstrate and apply the knowledge in this area by preparing a report on relevant topics regarding the HRM practices in various organizations.

LALUAN SAMBUNG BELAJAR

Pelajar berpeluang melanjutkan pengajian di peringkat ijazah sarjana muda dalam pelbagai bidang di universiti tempatan:

1. Ijazah Sarjana Muda Pengurusan Teknologi
2. Ijazah Sarjana Muda Pentadbiran Perniagaan (Sumber Manusia, Pemasaran dan Pengurusan Operasi)
3. Ijazah Sarjana Muda Ekonomi
4. Ijazah Sarjana Muda Teknologi Maklumat
5. Ijazah Pendidikan (Pengurusan)



PELUANG KERJAYA

Pemegang Diploma boleh bekerja sebagai penolong pegawai tadbir, penyelia dan penolong eksekutif (pentadbiran dan kewangan).

MAKAN GAJI

- Penolong Pegawai Tadbir: RM1,500 - RM2,000
- Penyelia: RM1,500 - RM2,000
- Penolong Eksekutif (Pentadbiran & Kewangan): RM1,500 - RM2,200

- Usahawan
- Penasihat Takaful
- Tutor

BEKERJA SENDIRI

Position Level	Min (S\$)	Average (S\$)	Max (S\$)
Senior Executive	2,250	2,545	3,000
Junior Executive	1,800	2,000	2,400
Fresh/Entry Level	1,300	1,500	1,800
Non-Executive	1,700	2,000	2,500

SIJIL AKREDITASI



JABATAN PENDIDIKAN TINGGI
KEMENTERIAN PENGAJIAN TINGGI
Bahagian Standard Swasta
Aras 5, No. 2, Menara 2,
Jalan P5/6, Presint 5
62200 PUTRAJAYA
MALAYSIA

JPT | JABATAN
PENDIDIKAN
TINGGI

Tel: 603-88706651
Faks: 603-88706856
Portal Rasmi: <http://jpt.moe.gov.my>

Ruj Kami: JPT/BPP(K)1000-600/N322 Jld. 10 (8)

Tarikh : 28 Ogos 2020

Ketua Eksekutif
Kolej UNITI
Uniti Village, PT 4566
Kampung Tanjung Agas
Batu 18, Pasir Panjang
71250 Port Dickson
NEGERI SEMBILAN

Tuan,

KELULUSAN MENGENDALIKAN KURSUS PENGAJIAN

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa permohonan tuan untuk mengendalikan kursus pengajian adalah **diluluskan** di bawah Seksyen 38(1) Akta Institusi Pendidikan Tinggi Swasta 1996 [Akta 555]. Berdasarkan Seksyen 40(1) Akta 555, Ketua Pendaftar menetapkan syarat-syarat seperti berikut:

2.1 Nama Kursus: **Diploma Pengurusan Teknologi secara kerjasama dengan Universiti Teknologi Malaysia (N/345/4/1163)**

Bidang Kursus	345 - Management and Administration
Tahap kursus	Diploma / Tahap 4 Kerangka Kelayakan Malaysia (KKM)
Jenis program	Kerjasama
Kaedah penawaran	Konvensional
Kaedah pengendalian	Kuliah, Tutorial dan Latihan Industri



BSS/KJ/NZH

1/5

Kolej UNITI
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FAKULTI PENGURUSAN & INDUSTRI HALAL

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