

SENARAI RUJUKAN DSK SILIBUS TERKINI SESI 2 2021/2022

UPDATE 11/5/2022

Bil	Kursus	Rujukan
1.	DPK10012 Shorthand 1 DPK20062 Shorthand 2 DPK30102 Shorthand 3	Main reference supporting the course Byran, C. (1986), Shorthand Short Course. England: Pearson Education Limited. - Z56 .COO 1996 Additional references supporting the course Bryan, C. (1986), First Course Review. England: Pearson Education Limited. - Z56 .C66 1982 Dayang Dijah A. Weng dan Liza M. Salleh. (2019), Shorthand Dictation Practice. Perpatheh Traders Sdn Bhd. - HF5547 .D39 2019 Liza M Salleh, Azwina Amin and Juhana Simarani . (2019). Shorthand Course For Beginners. Perpatheh Traders Sdn Bhd. - Z53 .L59 2021 Pitman, P.(2000), Shorthand Pocket Dictionary. England: Pearson: Longman. - Z56.2 .P63 1983
2.	DPK10023 Office Administration 1	Main reference supporting the course Oliverio,M.E., Pasewark,W.R., White,B.R. (2019). The Office Procedures and Technology 7th Edition. - HF5548 .O56 2013 – 6th ed. Shumack, D. S. (2017). <i>The Administrative Professional: Technology & Procedures, Spiral Bound Version</i> (15th ed.). Cengage Learning Asia Pte Ltd. Additional references supporting the course Chandrasekaran, V.B (2009). Office Management, TATA McGrawHill Education Private. Limited New Delhi. Loewy, M. E. (2018). <i>Business Communication: Process & Product</i>. Cengage Learning Asia Pte Ltd. Oliverio,M.E., Pasewark,W.R., White,B.R. (2013). The Office Procedures and Technology 6th Edition.
3.	DPK10033 Keyboarding Skills	Main reference supporting the course Canty, K. (2023). Computer Keyboarding Basics for Beginners Updated Book (Typing Digital Keyboarding for Beginners and Hunt & Peckers) (Kindle). Amazon Australia Services, Inc - QA76.27 .C36 2017 Additional reference supporting the course Ober, S., Johnson, J.E., & Zimmerly, A. (2010). Gregg College Keyboarding & Document Processing Lesson 1 – 60 (11th ed.). McGraw-Hill Education. Chance, A. (2021). Keyboard Typing: How to Touch Type: Typing Guide. Independently Published. Brain, F. (2021). Typing Guidelines: Typing Practice for Beginners: Laptop Typing. Independently Published

		G. Shiva, (2017). <i>Typing Lesson for Beginners: Quick Way to Learn English Typing</i> . CreateSpace Independent Publishing Platform
4.	DPK10042 Trengkas 1 DPK20092 Trengkas 2 DPK30122 Trengkas 3	Rujukan Utama Yang Menyokong Kursus Ini Ismail Mat Kasat (1993). <i>Trengkas Kurikulum Baru</i> (Cetakan ke4), Kompas Publishing. Rujukan Tambahan Yang Menyokong Kursus Ini Dayang Dijah A.Weng, Nor Suhaila Tahir, Ashri Taib (2018). <i>Trengkas Pantas Nota dan Latihan Edisi Pensyarah</i>.
5.	DPK10053 Office Software	Main reference supporting the course Lambert, J., & Frye, C. (2019). <i>Microsoft Office 2019 Step by Step</i>, First Edition Wilson, K. (2019). <i>Using Publisher: The Step-by-step Guide to Using Microsoft Publisher 2019</i>, Paperback – January 31, 2020. Additional references supporting the course Blokdyk, G. (2019) <i>Microsoft Office a Complete Guide – 2019 Edition</i>. Price, M. (2019) eBook (PDF): <i>Office 2019 in Easy Steps</i>.
6.	DPK20073 Personality Development	Main reference supporting the course None Additional references supporting the course Manual Compiled by the Department is used, <i>Personality Development</i>, comprises materials from these references: Boniface, S. (2018). <i>The Bluffer's guide to social media</i>. Haynes Publishing. Carvill, M. (2020). <i>Myths of Social Media: Dismiss the Misconceptions and Use Social Media Effectively in Business</i>. Kogan Page, Limited. Cohn, C. (2011). <i>Social Media Ethics and Etiquette</i>. Retrieved from https://www.compukol.com/social-media-ethics-and-etiquette/ Covey, S. R. (2020). <i>7 Habits of Highly Effective People: Powerful lessons in personal change</i>. S.I.: SIMON & SCHUSTER. Langford, B. Y. (2016). <i>The etiquette edge: Modern manners for business success</i>. American Management Association (AMACOM). Lieske, C. (2017). <i>How to set a table: Inspiration, ideas and etiquette for hosting friends and family</i>. Ebury Press.

		O'Byrne, R. (2018). The dress code: A man's guide to flawless style. London: Dog 'n' Bone. Pettitt, A. K. (2019). English etiquette: The motivation behind the manners. The Darling Academy. Souvik Banerjee (2019, September 13). Privacy, Security & Health Risks of Social Media & How to Prevent Those. Retrieved from https://www.rswebsols.com/tutorials/internet/privacy-security-risks-social-media Warren, R. A. (2017). Personality at work: The drivers and derailers of leadership. McGraw-Hill Education.
7.	DPK20083 Document Processing	Main reference supporting the course Ober, S., Johnson, J.E., & Zimmerly, A. (2011). Gregg College Keyboarding & Document Processing Lesson 1-120 (11th ed.). McGraw-Hill. Ober, S., Johnson J.E, & Zimmerly, A. (2016). Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing. McGraw-Hill Additional references supporting the course Canty, K. (2017) Computer Keyboarding Basic Training Camp for Hunt & Packers and Beginners. Create Space Independent Publishing Platform - QA76.27 .C36 2017 G. Shiva, (2017) Typing Lesson for Beginners Quick Way to Learn English Typing. CreateSpace Independent Publishing Platform Ober, S., Johnson J.E, & Zimmerly, A. (2016). Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing (Kindle Edition) Lesson 1-120. EBOOK
8.	DPA10203 Personal Financial Management	Main reference supporting the course Nga, J. (2022). Personal Financial Planning: A Comprehensive Guide to Personal Financial Planning in Malaysia. SUNWAY University Press. - HG179 .N43 2023 Additional references supporting the course Hashim, M. (2019). Personal Financial Planning. Shah Alam: University Publication Centre, UiTM KC Lau. (2023). MONEY SMART: Achieve Your Financial Goals Faster With Less!: How to make more money and retire early. Money Sense: getting Smart With You Money (3rd Ed). Credit Counseling and Debt Management Agency

9.	DUW10012 Occupational Safety and Health	Main reference supporting the course Akta Keselamatan dan Kesihatan Pekerjaan 1994 (Akta 514), PeraturanPeraturan & Perintah-Perintah (hingga 10 mac 2017).(2017). Kuala Lumpur : International Law Book Services - T55 .P47 1994 Akta Kilang Dan Jentera 1967 (Akta 139), Peraturan - Peraturan, Kaedah - Kaedah & Perintah - Perintah (Hingga 20hb Januari 2018).(2018). Kuala Lumpur : International Law Book Services - KQB14 .K55 2015 Akta Kualiti Alam Sekeliling 1974 (Akta 127), Peraturan-Peraturan, KaedahKaedah & Perintah-Perintah (Hingga 20 Mac 2018).(2018). Kuala Lumpur : International Law Book Services - KQB14 .K82 2015 Additional references supporting the course Department of Occupational Safety and Health(1996). Occupational Safety And Health (Safety And Health Committee) Regulations 1996. (P.U. (A) 616/1996) Department of Occupational Safety and Health(2000). Occupational Safety And Health (Use And Standards Of Exposure Of Chemicals Hazardous To Health) Regulations 2000. (P.U. (A) 131/2000) Department of Occupational Safety and Health(2013). Occupational Safety And Health (Classification, Labelling And Safety Data Sheet Of Hazardous Chemicals) Regulations 2013. (P.U. (A) 310) Department of Occupational Safety and Health(2018). Occupational Safety And Health (Noise Exposure) Regulations 2019. (P.U. (A) 310) Regulations 2013. (P.U. (A) 60) Department of Occupational Safety and Health(2000). Assessment Of The Health Risk Arising From Use Of Hazardous Chemical In The Workplace (2nd Edition). Department of Occupational Safety and Health(2000). Guidelines For The Preparation Of A Chemical Register. Department of Occupational Safety and Health(2002). Guidelines On Occupational Safety And Health For Standing At Work. Department of Occupational Safety and Health(2003). Guidelines On Occupational Vibration. Department of Occupational Safety and Health(2003). Guidelines On Occupational Safety and Health For Seating At Work. Department of Occupational Safety and Health(2003). Guidelines On Occupational Safety And Health For Working With Video Display Units (VDU'S). Department of Occupational Safety and Health(2004). Guidelines On Occupational Safety and Health In Service Sector.
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10.	DPK30113 Office Administration 2	Main reference supporting the course Oliverio,M.E., Pasewark,W.R., White,B.R. (2019). The Office Procedures and Technology 7th Edition. Additional references supporting the course Kihoko Karingo. (2019). Educational Management & School Administration. Amazon Quible, Z.K (2019). Administrative Office Management (8th ed.). Pearson Schulze, J.W. (2018). Office Administration. Franklin Classics Daft, R.L. (2018). Mind Tap for Management (13th ed.). Cengage Learning Asia Pte. Ltd. Rankin, D.S., & Shumack, K.A. (2017). The Administrative Professional: Technology & Procedures, Spiral Bound Version (15th ed.). Cengage Learning Asia Pte Ltd
11.	DPK30133 Public Speaking	Main reference supporting the course Coopman, S. J. (2015) Public speaking the Evolving Art (5th ed.).Concage Learning - PN4129.15 .C66 2015 3rd ed. Lucas S. E. (2020). The Art of Public Speaking (13th ed.). Amazon.com Services LLC - PN4121 .L72 Lucas S.E. (2015) The Art of Public Speaking (12th ed.). McGraw-Hill Education - PN4121 .L933 2015 Additional references supporting the course Hamilton, C. (2011), Essentials of Public Speaking (5th ed.). Wardsworth Inc.

		Gallo, C. (2013) Talk Like TED: The 9 Public-Speaking Secrets Of The World's Top Minds. Kindle Edition Duarte, N. (2010) Resonate: Present Visual Stories That Transform Audience. Amazon
12.	DPK40143 Note taking	Main reference supporting the course Nordell, R., Stewart, K., Easton, A., & Graves, P. (2019) Microsoft Office 365 2019: In Practice. McGraw-Hill Education. Additional references supporting the course Dayang Dijah A.Weng dan Liza M. Salleh (2019), Shorthand Dictation Practice.Perpateh Traders Sdn. Bhd. Liza M. Salleh, Azwina Amin dan Juhana (2019), Shorthand Course For Beginners. Perpateh Traders Sdn. Bhd. Nordell, R., Stewart, K., Easton, A. (2016) Microsoft Office 2016: In Practice. McGraw-Hill Education. Ober, S., Johnson, J., & Zimmerly, A. (2016) Gregg College Keyboarding & Document Processing (11th ed.). McGraw-Hill Education.
13.	DPK40153 Record Management	Main reference supporting the course Read-Smith, J., & Ginn, M. L. (2017). Records Management (11th ed.). Langara College. - <i>HF5736 .J6 2011, 9th ed.</i> Additional references supporting the course Fulton-Calkins, P., Shumack, K. A., & Stulz, K. M. (2013). Procedures & theory for administrative professionals. South-Western, Cengage Learning Oliverio, M. E., White, B. R., Pasewark, W. R., & Stulz, K. M. (2019). The office: procedures and technology. Cengage. Penn, I.A., Pennix, G.B., & Coulson, J. (2016). Records Management Handbook(2016). Routledge. Read-Smith, J., & Ginn, M. L. (2015). Records Management (10th ed.). South Western Thomson Learning
14.	DPK40163 Principle of Meetings	Main reference supporting the course Cheah, F. S. (2018). Guide to Company Secretarial Practice in Malaysia, (4th ed.). Kuala Lumpur: Wolters Kluwer. <i>KQB .C543 2012, 2nd ed.</i> Additional references supporting the course Chan, W. M. (2017). Essential Company Law in Malaysia: Navigating the Companies Act 2016. Sweet & Maxwell. - K1 .C36 2017 Cheah, F. S., Philip, K. T. N., & Ooi, X. Y. (2019). Company Meetings and Resolutions. Sweet & Maxwell. - KPG957.3 .C44 2019

		Gutmann, J. (2019). Taking Minutes of Meetings: How to Take Efficient Notes That Make Sense and Support Meetings That Matter. Kogan Page Limited. Siti Salwa Jaafar and Marliana Jamaluddin (2019). Polytechnic Series: Company Law. Oxford Fajar Sdn. Bhd.
15.	DPB40103 Organizational Behaviour	Main reference supporting the course Robbins, S. P., & Judge, T. (2019). Organizational behavior. New York, NY: Pearson Education. Additional references supporting the course Greenberg, J., & Baron, R. A. (2010). Behavior in organizations. Upper Saddle River, NJ: Pearson Education. Griffin, R. W., Phillips, J. M., & Gully, S. M. (2020). Organizational behavior: managing people and organizations. Boston, MA: Cengage Learning. Robbins, S. P., & Judge, T. (2019). Jerald Greenberg (2018). Behavior in Organizations. Global Edition.10th Edition. Pearson Education.
16.	DPU30013 Digital Entrepreneurship	Main reference supporting the course Wan Nong Muzafar. (2018). Kuasai Perniagaan Internet. Alaf 21. - HD30.37. N66 2016 Roberts, M.L. and Zahay, D. (2012). Internet Marketing: Integrating Online and Offline Strategies. Cengage Learning. - HF5415.1265 .R617 2013 Additional references supporting the course Akins, J. (2015). Quick Win Digital Marketing. Oak Tree Press. Ammar Zahar (2014). Empayar perniagaan Internet : Rahsia Membina Empayar Perniagaan Internet Anda Daripada Zero. Jootawan Group Sdn. Bhd. Andrews, A. (2015). How to Search Engine Optimization. Adrian Andrews. Andrews, A. (2015). Website marketing and promotion.www.internetcheatsheets.blogspot.com Asad, I. (2014). Instant Profits with Instagram: Build Your Brand, Explode Your.Issa Asad. Goldfarb, S. (2015). Facebook for Business: How To Market Your Business on Facebook and Get More Sales, New Customers and Brand Awareness. BookBaby. Malaysia Digital Economy Corporation. (2019). Online Entrepreneurial Platform. www.go-ecommerce.my

		Wan Nong Muzafar. (2019). Bisnes Biar Betul. ILM Legacy Sdn. Bhd. Wan Nong Muzafar. (2016). Kuasai Formula Perniagaan. Alaf 21.
17.	DPK50173 Office Simulation	Main reference supporting the course Ober, S., Johnson, J., & Zimmerly, A. (2016) Microsoft Office Word 2016 Manual for Gregg College Keyboarding & Document Processing (GDP11). McGraw-Hill Education Ober, S., Johnson, J.E., Zimmerly, A. (2011) Gregg College Keyboarding and Document Processing Lesson 1 – 60 (11th ed.) Boston: McGraw-Hill. - ZA52.3 .G74 2006, 10th ed. Additional references supporting the course Taylor, S. (2012). Model Business Letters, Emails and Other Business Documents (IE) (7th ed.) Pearson - HF5726 .T373 2012
18.	DPK50183 Event Organization	Main reference supporting the course Dowson, R., & Bassett, D. (2018). Event planning and management: principles, planning and practice. Kogan Page. Additional references supporting the course Armstrong, D., Brown, C. B., Burton, S., Cochrane, M., Bois, N. de., Doyle, S., ... Wigforss, B. (2016). The event professionals handbook: the secrets of successful events. Harriman House Publishing. Blumenthal, E., & Haganir, N. (2019). Yes Way Rosé: a guide to the pink wine state of mind. Running Press. Gaudini, G. C. (2019). The art of event planning: pro tips from an industry insider. Gianna Gaudini. Genadix, A. (2017). Event Planning Management & Marketing For Successful Events. CreateSpace Independent Publish Platform.
19.	DUG30023 Green Technology Compliance	Main reference supporting the course Matthew N. O. Sadiku. (2020). Emerging Green Technology, CRC Press. Additional references supporting the course Francis D. K. Ching, Ian M. Shapiro. (2020). Green Building Illustrated, John Wiley. Mehmet Kanoglu, Yunus A. Cengel, Dr. (2020). Energy Efficiency and Management for Engineers, McGraw- Hill Education. Narendra Kumar, Hukum Singh, Amit Kumar. (2021). Renewable Energy and Green Technology: Principles and Practices, CRC Press. Noorhana Yahya. (2018). Agricultural 4.0: Its Implementation Toward Future Sustainability, Springer.

		Om Prakash Jena, Alok Ranjan Tripathy, Zdzislaw Polkowski. (2021). Green Engineering and Technology: Innovations, Design, and Architectural, CRC Press. Walter R Stahel. (2020). The Circular Economy: A User's Guide, Taylor & Francis Ltd.
20.	DPB50123 Human Resource Management	Main reference supporting the course Martocchio, J. J. (2018). Human Resource Management 15th Edition. USA: Pearson. Additional references supporting the course Bohlander, G.W. and Snell, S.A. (2013). Principle of Human Resource Management. 16th Edition. USA: South Western. Dessler, G. (2012). Human Resource Management. 13th Edition. Pearson Singapore: Prentice Hall. Maimunah Aminuddin (2014). Human Resource Management, Principles and Practices 3rd Edition. USA: Oxford. Mondy, R.W. and Martocchio, J.J. (2016). Human Resource Management. 14th Edition. Pearson.