STUDY METHODS OF DIPLOMA STUDENTS IN OFFICE SYSTEM MANAGEMENT IN UiTM SERI ISKANDAR, PERAK

Prepared for:
PN. WAN NORMILA MOHAMAD/ EN. ZULKEFLI ABD RAHMAN

Prepared by:
NUR IZZATI BT ZULKIFLEE
NUR ZUHAIRAH BT ZAMBERI
NURSHALIZA BT ABDUL KADIR

BACHELOR IN OFFICE SYSTEMS MANAGEMENT (HONS.)
UNIVERSITITEKNOLOGI MARA (UiTM)
FACULTY OF OFFICE MANAGEMENT AND TECHNOLOGY

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ABSTRACT

This paper investigated the study method of Diploma students in Office System Management in UiTM Perak. Study methods that are chose by the students give a huge impact on their results. This research is done to identify the successes and failures of the study methods applied by the students. It is also to determine the study method used by the students, the student's satisfaction or dissatisfaction on the application of the methods used and the results obtained, the reasons that the study methods are chosen and the impact of the study method on student's study and results. There are 719 students of Diploma in Office System Management in UiTM Seri Iskandar. 120 students were selected as the sample and questionnaires were distributed to them. 55.8% of respondents chose self study as their study method followed by 36.7% group discussion, 5.0% mentor or advisor, 1.7% E-Learning and 0.8% library. The recommendation is more stressed on how to overcome the problems towards the study methods that are rarely used by the students. For examples, improve the Internet connection, add more educative materials in the library, mentor or advisor give attention and full support to their students and so forth.

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CHAPTER 1

INTRODUCTION

1.1   Background of the Study

Study method is a way of gaining knowledge of a subject. Study method is the systematic recording and critical examination of ways of doing things in order to make improvements (British Standards Institute BS3138, 1992, Glossary of terms used in Management Services, Term 11007).

The ability of any learner to study successfully depends to a great extent on his or her fundamental study methods. Each student has different study methods. There are several types of study methods which consist of group discussion, mentor or advisor, library, self study and online learning.

Group Discussion

A group discussion is a collective combination of available information. Each individual in the group is believed to have a say in the process of communication. A group discussion is essentially an arrangement wherein a group of individuals generally applicants to professional degree courses or certain job profiles are made to sit in a group