



POLITEKNIK MUKAH
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

KM 7.5, JALAN OYA,,
96400, MUKAH, SARAWAK
TEL : 084-874001, FAKS : 084-874006



ACADEMIC TRANSCRIPT (PROVISIONAL)

NAME : STEFFANY HULO BINTI JAIDI
REG.NO : 20DSK22F2063
IC NO : 040916-13-0806
PROGRAMME : DIPLOMA IN SECRETARIAL SCIENCE
MEDIUM OF INSTRUCTION : ENGLISH
INTAKE SESSION : II : 2022/2023
STATUS : COMPLETED
DATE : 2 JANUARY 2026

CODE	COURSE	CREDIT	GRADE	REMARK
FIRST SEMESTER (II : 2022/2023)				
DPK10012	SHORTHAND 1	2.0	B+	
DPK10023	OFFICE ADMINISTRATION 1	3.0	A	
DPK10033	KEYBOARDING SKILLS	3.0	A+	
DPK10042	TRENGKAS 1	2.0	B+	
DPK10053	OFFICE SOFTWARE	3.0	A-	
DUE10012	COMMUNICATIVE ENGLISH 1	2.0	B-	
MPU21032	PENGHAYATAN ETIKA DAN PERADABAN	2.0	A+	
MPU24011	SUKAN	1.0	A+	
Grade Point Average (GPA)		: 3.65		
Cumulative Grade Point Average (CGPA)		: 3.65		
Credit Earned		: 18.0		
Total Credits		: 18.0 / 92.0		

SHORT SEMESTER 2023

DPA10203	PERSONAL FINANCIAL MANAGEMENT	3.0	A+	
Grade Point Average (GPA)		: 4.00		
Cumulative Grade Point Average (CGPA)		: 3.70		
Credit Earned		: 3.0		
Total Credits		: 21.0 / 92.0		

SECOND SEMESTER (I : 2023/2024)

DPK20062	SHORTHAND 2	2.0	B+	
DPK20073	PERSONALITY DEVELOPMENT	3.0	A	
DPK20083	DOCUMENT PROCESSING	3.0	A	
DPK20092	TRENGKAS 2	2.0	A+	
DUW10012	OCCUPATIONAL SAFETY AND HEALTH	2.0	A	
MPU23042	NILAI MASYARAKAT MALAYSIA	2.0	A+	
MPU24021	KELAB	1.0	B+	
Grade Point Average (GPA)		: 3.87		
Cumulative Grade Point Average (CGPA)		: 3.77		
Credit Earned		: 15.0		
Total Credits		: 36.0 / 92.0		

THIRD SEMESTER (II : 2023/2024)

DPA10183	BUSINESS ACCOUNTING	3.0	B-	
DPK30102	SHORTHAND 3	2.0	B+	
DPK30113	OFFICE ADMINISTRATION 2	3.0	B-	
DPK30122	TRENGKAS 3	2.0	A+	
DPK30133	PUBLIC SPEAKING	3.0	A	
DUE30022	COMMUNICATIVE ENGLISH 2	2.0	A	
MPU22012	ENTREPRENEURSHIP	2.0	B	
Grade Point Average (GPA)		: 3.33		
Cumulative Grade Point Average (CGPA)		: 3.63		
Credit Earned		: 17.0		
Total Credits		: 53.0 / 92.0		

FOURTH SEMESTER (I : 2024/2025)

DPB40103	ORGANIZATIONAL BEHAVIOR	3.0	C+	
DPK40143	NOTE TAKING	3.0	B	
DPK40153	RECORD MANAGEMENT	3.0	B	
DPK40163	PRINCIPLES OF MEETING	3.0	B	

CODE	COURSE	CREDIT	GRADE	REMARK
DPU30013	DIGITAL ENTREPRENEURSHIP	3.0	A-	
DUE50032	COMMUNICATIVE ENGLISH 3	2.0	A	
Grade Point Average (GPA)		: 3.12		
Cumulative Grade Point Average (CGPA)		: 3.51		
Credit Earned		: 17.0		
Total Credits		: 70.0 / 92.0		

FIFTH SEMESTER (II : 2024/2025)

DPB50123	HUMAN RESOURCE MANAGEMENT	3.0	A-	
DPK50173	OFFICE PRACTICE	3.0	B+	
DPK50183	EVENT ORGANIZATION	3.0	A	
DUF10022	BAHASA MANDARIN 1	2.0	A	
DUG30023	GREEN TECHNOLOGY COMPLIANCE	3.0	A	
Grade Point Average (GPA)		: 3.79		
Cumulative Grade Point Average (CGPA)		: 3.55		
Credit Earned		: 14.0		
Total Credits		: 84.0 / 92.0		

SIXTH SEMESTER (I : 2025/2026) - INDUSTRIAL TRAINING

Company : BINTULU PORT HOLDINGS BERHAD, LOT 15, BLOCK 20, KEMENA LAND DISTRICT, 12TH MILE, TANJUNG KIDURONG ROAD, P.O BOX 996, 97008, BINTULU, SARAWAK, .
Duration : 7 JULY 2025 - 21 NOVEMBER 2025.
Remarks : EXCELLENT

Cumulative Grade Point Average (CGPA)		: 3.55		
Credit Earned		: 9.0		
Total Credits		: 93.0 / 92.0		

-----End of results-----

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ABBREVIATION

[CE] - COURSE EXEMPTION

[CTH] - CREDIT TRANSFER HORIZONTAL

[C1] - FAILED ON 1ST ATTEMPT

[CA] - COMPULSARY ATTEND

[CTV] - CREDIT TRANSFER VERTICAL

[RIG] - REPEAT TO IMPROVE GRADE

[C2] - FAILED ON 2ND ATTEMPT