



UNIVERSITI  
TEKNOLOGI  
MARA



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**PEMENANG**  
Anugerah Kualiti  
Perdana Menteri  
2008



# PROSPECTUS

## 2009/2010

**DISTANCE EDUCATION CENTRE**  
**INSTITUTE OF EDUCATION DEVELOPMENT**

*Gateway to  
Opportunity*

# MESSAGE

## FROM THE DIRECTOR



Let me wish all of you a very warm welcome to InED.

This illustrative and comprehensive prospectus is our way of assisting prospective students to have a better understanding on the courses and programmes offered in MARA University of Technology via distance learning. It is hoped that this prospectus will be handy in answering all your initial questions about InED, and about the programmes you are about to follow.

InED, UiTM, will continue to ensure that there are opportunities for bumiputras to acquire new knowledge, improve their skills, and further their education. I sincerely hope that all bumiputras will avail themselves of these opportunities to enhance their knowledge and facilitate their professional advancement.

I would also like to take this opportunity to extend my grateful thanks to the publication team for the successful production of this prospectus. I am sure that such an accomplishment is only possible through the close co-operation and the spirit of teamwork among the staff.

To all students, I wish you a productive and exciting journey in your studies.

Associate Prof. Dr Mohd Ismail Ramli

*Gateway to  
Opportunity*

I sincerely hope that you will take this golden opportunity seriously so that you can achieve your ambition as well as fulfil the aspirations of our nation.

Wassalam.

Associate Prof. Dr Syed Jamal Abdul Nasir Syed Mohamad





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# UNIVERSITI TEKNOLOGI MARA

## PHILOSOPHY

A belief that every individual has the ability to attain excellence through the transfer of knowledge and the assimilation of moral values so as to become professional graduates capable of developing knowledge, self, society and the nation.

## MISSION

To enhance the knowledge and expertise of Bumiputras in all fields of study through professional programmes, research work, and community service based on moral values and professional ethics.

## VISION

To establish UTM as a premier university of outstanding scholarship and academic excellence capable of providing leadership to Bumiputra's dynamic involvement in all professional fields of world-class standards in order to produce globally.



## OBJECTIVES

To provide maximum opportunities for Bumiputras to pursue professionally recognized programmes of study in science, industry, technology, business, arts and humanities

To provide quality and innovative programmes of study, relevant to current market needs and customer demands, and in line with the policies of national development.

To establish a human resource development programme as a tool for the assimilation of a value system within the university. To ensure that UiTM graduates are adequately prepared to join the local as well as the global workforce.

To establish UiTM as a centre of excellence that is accountable for the effective and efficient management of its human resources, finances and assets in order to achieve its educational objectives, while playing its role as a catalyst in community development.





# INSTITUTE OF EDUCATION DEVELOPMENT

**Philosophy** A belief that every individual is capable of developing himself, society and the nation by enhancing his knowledge and expertise through continuous education.

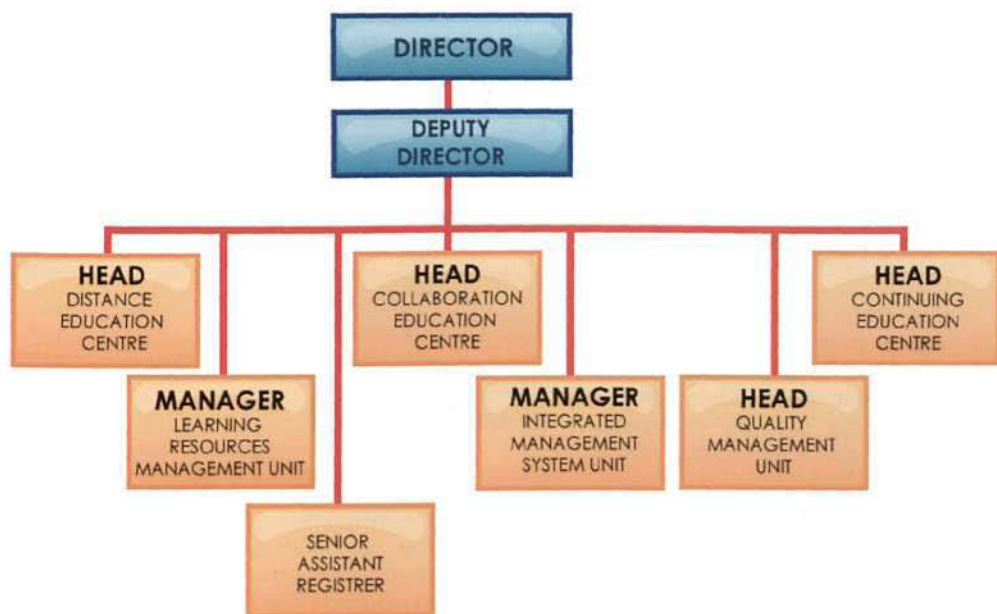
**Mission** To provide quality continuous education programmes to Bumiputra through alternative learning modes in order to upgrade their knowledge and enhance opportunities for career advancement.

**Vision** The Institute of Education Development (InED) will become a premier centre based on academic excellence, capable of providing leadership in continuous education while producing globally competitive graduates of sound ethical standing.

**Objectives** To produce informed, ethical and competitive individuals in order to realise national vision and fulfill global market demands.



## Organization Chart



# DISTANCE EDUCATION CENTRE

## Vision

The Distance Education Center will become a premier centre based on academic excellence, capable of providing leadership in continuing education while producing globally competitive graduates of sound ethical standing.

## Mission

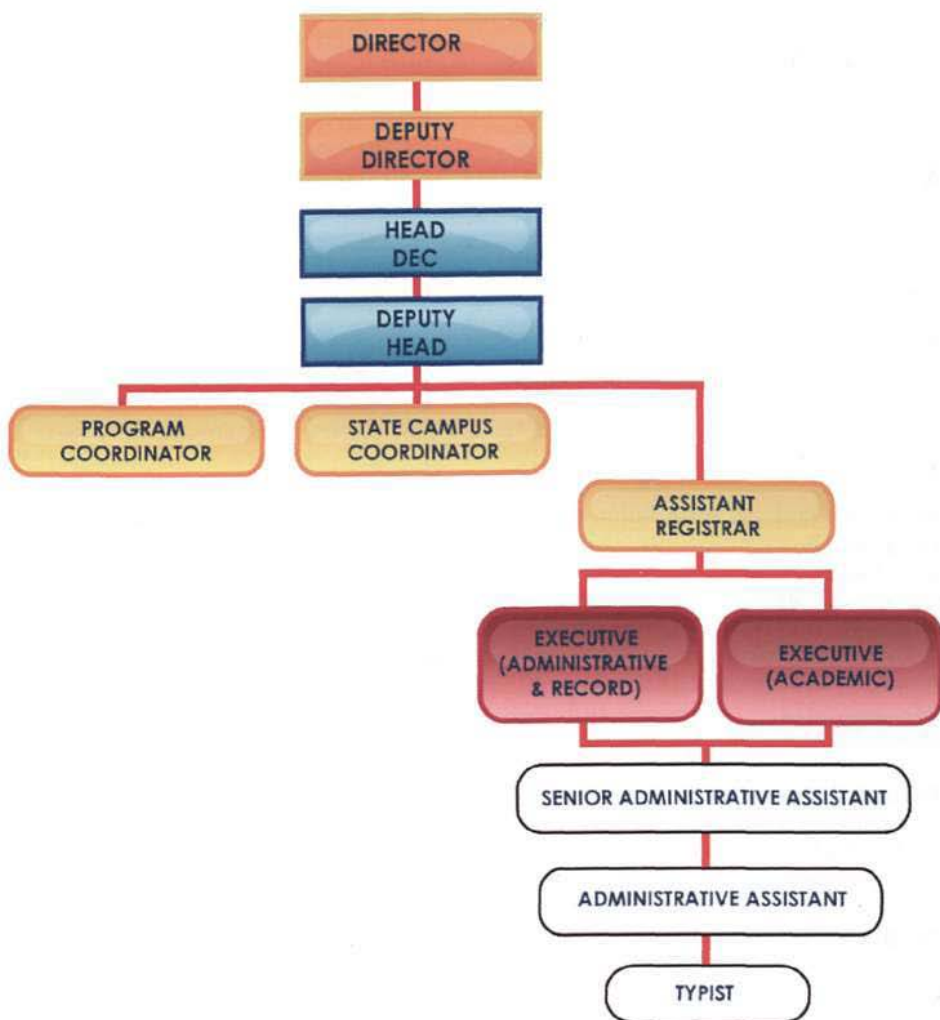
To provide quality continuing education programmes to Bumiputra through alternative learning modes in order to upgrade their knowledge and enhance opportunities for career advancement.

## Objectives

The objective of this centre is to offer programmes through distance education to upgrade the knowledge and enhance the career development of Bumiputras. It is also to help develop human capital as to achieve higher productivity and hence contribute to national development.



# Organization Chart





## Staff Directory

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# ABOUT e-PJJ

## Electronic Distance Education Program (e-PJJ)

Electronic Distance Education Program (e-PJJ) is an innovative approach in terms of learning and teaching in UiTM. Through e-PJJ, students would determine the time, place and learning mode that are suitable with their needs and lifestyle.

The e-PJJ program offers various facilities and services to serve you to achieve your ambition and dreams. A part from that, you would gain skills in the use of IT in your daily activities. This innovative program is a combination of various learning methods which consists of study materials, additional reference materials, lecturer support, forum interaction and discussion between students as well as face to face seminars.

The e-PJJ learning method uses effective learning educational technology and one of the best and most appropriate ways of promoting effective learning.

### Main feature of e-PJJ in UiTM

- Virtual learning
- Educational technology usage
- Support services
- Quality notes and learning guidelines
- Most competitive and reasonable fees
- Learning aids through various channels
- Blended learning

The Electronic distance education programmes (e-PJJ) will enable you to become a graduate who will be well-equipped with the necessary knowledge to compete in the new global economy.

All e-PJJ students are subjected to the same entry requirements, assessments, academic regulations and final examinations as the full time students, ensuring that their quality is at par with full-time graduates.



## e-PJJ Virtual Class

All courses under the e-PJJ programmes are also conducted through the virtual class. The class can be accessed at anytime and anywhere via the internet from home, cyber cafe or from your office. Even though you need not enter the virtual class everyday you are encouraged to log in regularly to enable you to obtain the latest information regarding your programmes and courses as stated below:

- Get important announcement from the program management side.
- Link to other relevant websites
- Discuss and interact with your lecturers and course mates
- Exchange of ideas and debate on academic issues
- Ask question and get response from your lecturer
- Seek and get further explanation from your lecturer
- Access, read and download extra support materials that are uploaded by your lecturers from time to time.

## Seminar

Face to face seminar is conducted four (4) times per semester according to the pre-determined dates. It is held on Sunday from 8.30 a.m. to 6.15 p.m.

## Examination

Students are subjected to the university examination requirements and regulations. Examinations are conducted twice a year, in April and October and run concurrently with the full time students.



## Online Application

You can apply online via the following website address

[www.ined.uitm.edu.my](http://www.ined.uitm.edu.my)



# PROGRAMMES







## Master Programmes



## **MASTER OF SCIENCE**

### **IN INFORMATION MANAGEMENT IS770 (BY COURSEWORK)**

This is an integrated program designed for candidates interested in enhancing their careers in various aspects of information management. The main aim of the program is to offer specialized and advanced professional education in an area focusing on information handling, information systems and information dissemination in order to ensure effective contributions to organization and society.

The programme is available via two modes of learning: Conventional and Computer-Mediated Flexible Learning (FLP).

## **MODE & DURATION**

Flexible Learning Program: 2 - 4 years

## **ENTRY REQUIREMENTS**

A Bachelor's degree (Honours) in the field of information studies or other disciplines from any institution of higher learning recognised by the UiTM Senate.

Preference is given to candidates with at least three (3) years of working experience. Candidates are interviewed to determine their suitability to follow the program.

## Bachelor Programmes





# BACHELOR OF ADMINISTRATIVE SCIENCE (HONS) (AM 228)

## Programme Structure

The Bachelor of Administrative Science (Honours), or BAS (Hons), is a 3-year programme which prepares graduates for employment in the public and private sectors. The programme is a creative and unique blend of the knowledge and skills needed to thrive in these sectors. Strategic management, people management and technology management underpin the programme. With a multidisciplinary focus, administration bias and a global orientation, the programme provides the students with a healthy mix of a knowledge base that is sine qua non for employment in the new millennium. The students can further their knowledge and hone their skills by choosing from a range of electives to match their own preferences and career plans.

The ePJJ mode for this programme is offered in Shah Alam and Sarawak only.

## Career Opportunities

Graduates of this programme can seek entry into the government service as Administrative Officers, Diplomatic Corps, Enforcement Officers or be employed as HR Officers, Management Trainees and a host of other managerial positions.

## Entry Requirement

### DIPLOMA Holders

A Diploma from UiTM in Public Administration, Business Studies, Accounting and Banking with

a CGPA of at least 2.50 or equivalent course and credit (exemptions can be granted during the 1st year of the programme).

### And

A Diploma from any local public university or from any accredited private colleges in Public Administration, Business Studies, Law, Accounting and Banking with a CGPA of 2.50 or better.

### OR

### STPM Holders

STPM with minimum of 3 principal passes including General Paper. Preference will be given to candidates who have attained the said requirement on the sitting

### And

Credits in English and Mathematics or Economics or Principles of Accounting in SPM/SPMV

### AND

Currently working with experience of at least one (1) year.

### AND

A pass in Malaysian University English Test (MUET).

# **BACHELOR OF**

## **BUSINESS ADMINISTRATION (HONS) (MARKETING) (BM 220)**

### **Programme Structure**

The objective of this programme is to train and produce professionals in the area of marketing. Graduates in this discipline will be exposed to the growth and development of marketing in related areas.

### **Career Opportunities**

Graduates of this programme have the opportunity to work in marketing oriented organizations, such as financial institutions, consultancy firms, hotel and tourism industries and manufacturing firms.

### **Entry Requirements**

#### **Diploma Holders**

Obtained a Diploma from UiTM or other institutions of higher learning recognized by the government with a CGPA of at least 2.50.

One year of working experience in related fields.

SPM with credits in English, Mathematics and Bahasa Melayu or its equivalent.

#### **OR**

#### **STPM Holders**

STPM with a minimum of 3 principle passes including General Paper

One year of working experience in related fields.

SPM with credits in English, Mathematics and Bahasa Melayu or its equivalent.

#### **AND**

**A pass in Malaysian University English Test (MUET)**

# **BACHELOR OF**

## **BUSINESS ADMINISTRATION (HONS) (FINANCE) (BM 222)**

### **Programme Structure**

This programme is designed to equip students with a broad knowledge in the field of finance to enable them to either find employment at various organizations or to pursue higher tertiary qualification. Graduates in this discipline will be exposed to the critical finance concepts and strategies and apply them to real world situations through case studies and cooperation with outside organization.

### **Career Opportunities**

Graduates of this programme will have the opportunity to work at finance-oriented organisations such as financial institutions, consulting firms, hotels and tourism industries and manufacturing firms.

### **Entry Requirement**

#### **Diploma Holders**

Obtained a Diploma from UiTM or other institutions of higher learning recognized by the government with a CGPA of at least 2.50.

One year of working experience in related fields.

SPM with credits in English, Mathematics and Bahasa Melayu or its equivalent.

### **OR**

#### **STPM Holders**

STPM with a minimum of 3 principle passes including General Paper

One year of working experience in related fields.

SPM with credits in English, Mathematics and Bahasa Melayu or its equivalent.

### **AND**

**A pass in Malaysian University English Test (MUET)**



# BACHELOR OF

## BUSINESS ADMINISTRATION (HONS) INTERNATIONAL BUSINESS (BM226)

### Programme Structure

This four and a half year (4½) programme is specially designed for students who are interested to venture into the field of international business. This program equips students with a diverse range of knowledge of how industries and government operate in the global market place, as well as practical skills to prepare graduates for the demands of tomorrow's business world.

Sijil Tinggi Pelajaran Malaysia (STPM), a pass in General Paper and a minimum grade of C in two (2) other subjects with a CGPA of 2.67 including Accountancy or Business or Economics.

Have sat for MUET.

### Career Opportunities

Graduates can expect to find employment at multinational corporations, at home and abroad, in the field of international trade, global marketing, business management and business consultancy.

### Entry Requirement

Possess a Diploma from UiTM or other institutions recognized by the Malaysian government with a minimum CGPA of 2.50. Candidates who do not comply would need to have at least two (2) years working experience.

Minimum qualification for STPM candidates:

Passed Sijil Pelajaran Malaysia (SPM) or its equivalent with a pass in English and Mathematics, as well as a credit in Bahasa Malaysia.

# BACHELOR OF

## CULINARY ARTS MANAGEMENT (HONS) (HM 225)

### Programme Structure

The structure of the B.Sc. (Hons) Culinary Art Management has been constructed in line with UiTM Academic and Curriculum, 2002 guide. It differs from B.Sc Hotel Management, Tourism Management and Food-service Management programmes whose electives accommodate existing disciplines already offered by the faculty. The B.Sc. (Hons) in Culinary Management has been constructed with electives specifically drawn from elements of the gastronomic development.

### Career Opportunities

1. Hospitality industry and restaurants
2. Food manufacturers - Chef (R&D)
3. Food writer & Food Stylist
4. Marketing & Retailing Executive

eg. FAMA, MARDI, PRIMA, GIANT  
CARREFOUR, TESCO etc

### Entry Requirement

#### DIPLOMA Holders

Diploma in Culinary Art/ Chef Training, Hotel Management, Food Service/Institutional & Catering Management and Tourism Management from UiTM

**Or**

Other recognized Diploma from institutions with CGPA 2.5 and above

**And**

One (1) year working experience in the hospitality industry.

**OR**

#### STPM Holders

STPM with principal passes in three (3) subjects including General Studies and one (1) subsidiary pass and SPM with credits in English, Bahasa Melayu and three (3) other subjects.

**And**

Five (5) years working experience at supervisory level in food related industry.

**OR**

#### SPM Holders

SPM with five (5) credits including English, Bahasa Melayu and three (3) other subjects,

**And**

with five (5) years working experience in hospitality area or related field (at least Chef de Partie Post)

**OR**

#### CERTIFICATE Holders

Certificate in Hospitality Related, Faculty Hotel & Tourism Management

**And**

Ten (10) years experience in food related industry

**AND**

A pass in Malaysia University English Test (MUET)

# BACHELOR OF FOOD SERVICE MANAGEMENT (HONS) (HM 222)

## Programme Structure

The programme is designed to provide opportunity for individual in the foodservice industry to upgrade themselves academically. This 3-5 years programme provides individuals with supervisory, managerial and also research skill for a competitive advantage both in local and international scenario in line with the mission and vision statement of UiTM.

## Career Opportunities

Middle management positions in foodservice and related industry, both in commercial and non-commercial sectors.

Graduates could be employed as foodservice trainers, restaurant/foodservice operators, contract caterers, teachers, entrepreneurs and others.

## Entry Requirements

Diploma in Institutional and Catering Management or in Foodservice Management, Diploma Chef Training or Culinary Arts from Faculty of Hotel and Tourism Management, UiTM with CGPA of 2.30

### And

One (1) year working experience at supervisory level in related field.

### OR

Diploma in Institutional and Catering Management or in Foodservice Management, Diploma Chef Training or Culinary Arts from Faculty of Hotel and Tourism Management, UiTM with CGPA of 2.00

### And

Five (5) years working with a minimum of two (2) experience at supervisory level in the related field

### AND

**A pass in Malaysia University English Test (MUET) Band Level 1**



# BACHELOR OF

MASS COMMUNICATION (HONS) (PUBLIC RELATIONS)  
(MC 222)

## Programme Structure

The main thrust of this program is to develop and train professionals in the communication industry and the public relations field in particular. Both the theoretical and practical aspects of communication, media, public relations management and the liberal arts, are emphasized to ensure that students are guided in the necessary arts and sciences to become pro-active, creative and innovative public relations practitioners in the future. Among the courses offered are Principles of public relations, Publicity and event management, International public relations, marketing public relations, public relations counseling, management, psychology, sociology, communication research, media law and public opinion.

This programme is only offered at Shah Alam campus.

## Career Opportunities

Graduates have the opportunity to work at middle managerial and executive levels in the corporate and government sectors as well as in public relations firms. Job opportunities among others encompass the areas of investor relations, industrial relations, corporate communications, media relations, sponsorship and event management.

## Entry Requirements

### DIPLOMA Holders

Diploma in Communication and Media Studies UiTM with a CGPA of at least 2.50.

Or

Diploma in Communication and Media Studies UiTM with a CGPA of 2.00 – 2.49 AND 2 years working experience

Or

Other Diploma from UiTM or other higher learning institutions accredited by the Government of Malaysia with a CGPA of at least 2.50

OR

### STPM/ MATRICULATION Holders

STPM with Principal passes in General Paper and 2 other subjects; AND SPM/SPMV or its equivalent with credits in Bahasa Melayu/Bahasa Malaysia and English

Or

Matriculation conducted by BMKPM with a CGPA of at least 2.30.

## **OR**

### **SPM Holders**

SPM/SPMV or its equivalent with 5 credits including Bahasa Melayu/Malaysia and English; AND 4 years of working experience

## **Or**

SPM/SPMV or its equivalent with 2 credits and 3 passes; AND 8 years of working experience

## **AND**

Passed the interview conducted by the Faculty of Communication and Media Studies

## **AND**

**Pass the Malaysian University English Test (MUET)**

# **BACHELOR OF NURSING (HONS) (HS 220)**

## **Introduction**

This program prepares accountable nursing practitioners who are caring, humane and contribute to safe practice and effectively in contemporary health care. Students undertaking this course will have acquisition of knowledge, skills and attitudes from the Nursing Sciences, Health Sciences and Behavioural Sciences. The Bachelor of Nursing program encourages graduates to be independent and self-directed in their quest for professional development. Basic research skills within the program will allow them to form an extensive knowledge base and implement research findings in improving the quality of nursing.

## **Program Structure**

This course teaches subjects on Nursing Sciences, Behavioral Sciences, Clinical Life Science, Microbiology, Sociology and Communication. Educational approaches include Self-Directed Learning, Problem Based Learning, Tutorial, Skill Laboratory training and clinical placement. Students will be taught nursing techniques in the nursing skills laboratories prior to clinical placements. They will have the opportunity to gain clinical experience within the clinical disciplines such as medical, surgery, ophthalmology, pediatric, obstetric, gynecology and community nursing.

## **Entry Requirements**

Currently working as a registered nurse

Fulfill General University And Programme Requirements.

Obtain a minimum CGPA of 2.50 in Diploma in Nursing from UiTM.

### **OR**

Obtain a minimum CGPA of 2.30 in Diploma in Nursing from UiTM with TWO (2) years working experience in related field and be registered with the Nursing Board of Malaysia.

### **Or**

Obtain a minimum CGPA of 3.00 in Diploma in Nursing from any other institution recognized by the Government of Malaysia and be registered with the Nursing Board of Malaysia.

### **Or**

Obtain a minimum CGPA of 2.75 in Diploma in Nursing from any other institution recognized by the Government of Malaysia and two (2) years working experience in related field be registered with the Nursing Board of Malaysia..

### **And**

Pass SPM / equivalent with credits in five (5) subjects including Biology/Sciences, Mathematics/Add. Mathematics and pass in English Language.

## **AND**

**MUET Level 1**



# BACHELOR OF MEDICAL IMAGING (HONS) (HS 222)

## Introduction

This program provides qualified radiographers in the country with the opportunity to upgrade their academic qualifications. It will offer graduates with current professional knowledge, competence and expert skills in medical imaging to complement the government's objective to deliver excellent medical and health care services. The Medical Imaging program has been designed to provide an educational environment that supports, encourages and guides students to achieve the practice and personal skills necessary to work as a member of the diagnostic imaging services and the health care team. The program is also accredited by the Society and College of Radiographers, U.K, hence making it the only program in the country and in South East Asia to be awarded the prestigious accreditation by the oldest radiography establishment in the world.

## Program Structure

The curriculum is student centered and contextualized to professional learning needs. The Medical Imaging students will be exposed to current trends in medical imaging and evidence-based research that will augment the students' critical thinking and professional skills.

## Entry Requirements

Currently working as a radiographer

Fulfill General University And Program Requirements.

Obtain a minimum CGPA of 2.50 in Diploma in Medical Imaging from UiTM.

### OR

Obtain a minimum CGPA of 2.30 and pass in Diploma in Medical Imaging from UiTM with two (2) years working experience in related field.

### Or

Obtain a minimum CGPA of 3.00 in Diploma in Medical Imaging from any other institution recognized by the Government of Malaysia.

### Or

Obtain a minimum CGPA of 2.75 in Diploma in Medical Imaging from any other institution recognized by the Government of Malaysia and two (2) years working experience in related field.

### And

Pass SPM / Equivalent with credits in five (5) subjects including Biology/Chemistry, Physics, Mathematics/Add. Mathematics and pass in English Language.

## AND

MUET Level 1

# BACHELOR OF

## HEALTH AND ENVIRONMENTAL SAFETY (HONS) (HS 223)

### Introduction

This program has been designed to provide the training necessary to evaluate and manage environmental health and safety problems. It builds on basic scientific principles to develop an understanding of current problems and issues as well as to provide a comprehensive understanding of the environmental health and safety system. It also emphasizes practical skills both in the laboratory and the field.

### Program Structure

This program is based on the inter-disciplinary elements of science, engineering and humanities subjects. It also develops a wide range of biological, technological, legal and administrative skills including planning, designing and implementing program in community health, environmental protection, food safety, risk analysis and occupational health and safety.

Food safety, disease prevention, environmental hazard management, noise assessment, water quality and health promotion are all environmental health issues affecting community health. Environmental health management is concerned with protecting the environment and the health of people living in it which involves monitoring, assessment, correcting, controlling and education as appropriate.

### Entry Requirements

Currently working in related field

Fulfill General University And Program Requirements.

Obtain a minimum CGPA of 2.50 in Diploma in Environmental Health from UiTM.

### OR

Obtain a minimum CGPA of 2.30 and pass in Diploma in Environmental Health from UiTM with two (2) years working experience in related field.

### Or

Obtain a minimum CGPA of 3.00 in a Science and Technology based Diploma from any other institution recognized by the Government of Malaysia.

### Or

Obtain a minimum CGPA of 2.75 in a Science and Technology based Diploma from any other institution recognized by the Government of Malaysia and two (2) years working experience in related field.

### And

Pass SPM / equivalent with credits in five (5) subjects including Biology/Physics, Chemistry, Mathematics/Add. Mathematics and pass in English Language.

### AND

MUET Level 1



# BACHELOR OF OCCUPATIONAL THERAPY (HONS) (HS 225)

## Introduction

This program is based on inter-discipline element, and provides basic education in health sciences and medical rehabilitation. The scope of the program includes assessment of physical, mental and psychological capabilities of clients with physical and mental handicapped injuries and the planning of short and long term treatment programs to enable them to maintain or to regain their functional daily living, leisure and vocational activities.

## Program Structure

This course introduces students to various subjects such as anatomy and physiology, ergonomic, kinesiology, behavioural sciences, social sciences and industrial law, neurosciences, occupational rehabilitation medicine pediatric, neurological and musculoskeletal conditions as well as assessment and rehabilitation techniques.

## Entry Requirements

Currently working as an Occupational Therapist

Fulfill General University And Program Requirements.

Obtain a minimum CGPA of 2.50 in Diploma in Occupational Therapy from UiTM.

## OR

Obtain a minimum CGPA of 2.30 and pass in Diploma in Occupational Therapy from UiTM with two (2) years working experience in related field.

## Or

Obtain a minimum CGPA of 3.00 in Diploma in Occupational Therapy from any other institution recognized by the Government of Malaysia.

## Or

Obtain a minimum CGPA of 2.75 in Diploma in Occupational Therapy from any other institution recognized by the Government of Malaysia and two (2) years working experience in related field.

## And

Pass SPM / equivalent with credits in five (5) subjects including Biology/Physics, Mathematics/Add. Mathematics and pass in English Language.

## AND

MUET Level 1

# BACHELOR OF

## SCIENCES IN INFORMATION STUDIES (HONS) LIBRARY AND INFORMATION MANAGEMENT (IS 220)

### Programme Structure

The program focuses on work related to library management and information organization in libraries and information center. The program provides and trains people with skills and competencies in management, analytical, ICT, information literacy, information storage, processing and retrieval (manual and computerized techniques), through a variety of teaching modes and assessments throughout the entire program.

One year working experience

Malaysian School Certificate (SPM) with credits in Malay language, English language and a pass in Mathematics.

### MATRICULATION Holders

Completed the Malaysian Matriculation Programme.

One year working experience.

### Career Opportunities

Graduates will have the opportunity to work in libraries, resources centres and information centres of all categories as Librarians, Library Executives, Library Analysts, Information Specialists, A.V Officers, Abstracters, Indexers, Bibliographic Compiler and Library Consultant. Besides these, graduates will also have the chance to serve as information personnel in any organization.

### AND

Passed the Malaysian University English Test (MUET)

### Entry Requirement

#### DIPLOMA Holders

Diploma of Office Management holders need at least 2.30 CGPA Diploma holders of other Higher Learning institutions need at least 2.50 CGPA

One year working experience

#### STPM Holders

Passed with at least 2 principals in 2 subjects including the General Paper, or 1 principal in the General Paper including 2 subsidiaries in other subjects.



# BACHELOR OF

## SCIENCES IN INFORMATION STUDIES (HONS)

### INFORMATION SYSTEMS MANAGEMENT (IS 221)

#### Programme Structure

The Bachelor of Science in Information Studies (Honors) (Information Systems Management) prepare professionals who are capable of managing the aspects of information systems and applying it to the business organization, and extending its strength in the information content management. It is hoped that with the amalgamation content, professionals produced from this program would be able to contribute more to the organizations that they are placed in.

Malaysian School Certificate (SPM) with credits in Malay language, English language and a pass in Mathematics.

#### MATRICULATION Holders

Completed the Malaysian Matriculation Programme.

One year working experience.

#### AND

Passed the Malaysian University English Test (MUET)

#### Career Opportunities

Graduates will have the opportunity to work in Information Systems Department in both Government and private sectors as Information Systems Executive, Information Systems Analyst and Information Marketing Executive..

#### Entry Requirement

##### DIPLOMA Holders

Diploma of Office Management holders need at least 2.30 CGPA Diploma holders of other Higher Learning institutions need at least 2.50 CGPA

One year working experience

##### STPM Holders

Passed with at least 2 principals in 2 subjects including the General Paper, or 1 principal in the General Paper including 2 subsidiaries in other subjects.

One year working experience

# BACHELOR OF OFFICE SYSTEMS MANAGEMENT (HONS) (OM221)

## Entry Requirements

### GENERAL UNIVERSITY REQUIREMENTS

#### DIPLOMA Holders

Passed SPM with a credit in Malay/Malay-sian Language

Passed Band 1 of the Malaysian University English Test (MUET)

Currently employed with at least one year working experience

#### STPM Holders

Obtained three Principals with at least Grade C (NGMP 2.00) including General Paper, and a CGPA of at least 2.00

Passed SPM with a credit in Malay/Malay-sian Language

Passed Band 1 of the Malaysian University English Test (MUET)

Currently employed with at least one year working experience

### SPECIAL PROGRAMME REQUIREMENTS

Obtained a minimum CGPA of 2.00 in STPM equivalent to Grade C (NGMP 2.00) in three subjects including General Paper

#### And

Passed English Language and Mathematics/Additional Mathematics at SPM or equivalent level

## OR

Obtained a minimum CGPA of 2.00 in UiTM Foundation/PASUM/Matriculation programmes in three subjects with at least Grade C (NGMP 2.00)

#### And

Passed English Language and Mathematics at SPM or equivalent level

## OR

Attained a minimum CGPA of 2.50 in the Diploma in Office and Technology Management or a Diploma in a related field from UiTM.

#### And

Currently employed with at least one year working experience in a related field

## OR

Attained a minimum CGPA of 2.00 in a Diploma from UiTM with three years working experience in a related field

## OR

Attained a minimum CGPA of 2.50 in the Diploma of Secretarial Science or the Executive Diploma of Secretarial Science (OM110/SS10/SS14) from UiTM and one year working experience in a related field

**OR**

Attained a minimum CGPA of 3.00 in a Diploma of a related field from other institutions recognized by the Malaysian government

**And**

Passed SPM or equivalent with five credits including English Language and a pass in Mathematics/Additional Mathematics

**OR**

Attained a minimum CGPA of 2.75 in a Diploma of a related field from other institutions recognized by the Malaysian government and two years working experience in a related field

**And**

Passed SPM or equivalent with five credits including English Language and a pass in Mathematics/Additional Mathematics

**AND**

**Passed MUET at Level 1**

# BACHELOR OF SPORTS MANAGEMENT (HONS) (SR 221)

## Programme Structure

This programme is specifically designed to provide knowledge and professional skill of the graduates in the field of sports management as well as other relevant job market requirement. The main aim of the programme is to provide students with the opportunities to increase their knowledge in the operation of sports organization, recreational program in Malaysia and elsewhere. It also provides opportunities for students to conduct research on areas of interest in sports facilities, sport marketing as well as recreational park..

## Career Opportunities

Graduates of this programme have the opportunities to work in diverse fields with multiple career opportunities. This emphasis area combined with an appropriate courses enable students to combine sports and management interests with other discipline in preparations for the continually changing world of sports such as sports journalism, park recreation manager, sports management, sports business, as well as the marketing area. Graduates would be employed by agencies such as Ministry of Youth And Sports, National Sports Council, state sports council, fitness center, recreation center and national or state sports association.

## Entry Requirements

### DIPLOMA Holders

Diploma from Faculty of Sports Science and Recreation with a minimum CGPA 2.00, and one (1) year working experience in related fields. Or participate in sports at the international level.

### OR

Diploma from UiTM or other institution recognized by the Malaysian Government with a minimum CGPA 2.50, with one (1) year working experience in a related field

### OR

Diploma from UiTM or other institution recognized by the Malaysian Government with a minimum CGPA 2.00, with two (2) years working experience in a related field

### OR

### STPM Holders

STPM with the following results:

General Studies with principal C, Pass two (2) other subjects with minimum principal C; and

SPM or any equivalent qualification recognized by the Malaysian government with 3 credits including Bahasa Melayu, English, and Mathematics/ Additional Mathematics



## **AND**

Pass in interview and fitness test conducted by the faculty

## **AND**

A Pass in Malaysia University English Test (MUET)



## Diploma Programmes



## **DIPLOMA IN ACCOUNTANCY (AC 110)**

### **Program Structure**

This programme has been designed with the objective of training Bumiputra in the field of accountancy at the sub-professional level. The duration of the part time course is 4 years.

### **Career Opportunities**

A wide range of career opportunities is opened for the graduates in the fields of accounting, auditing, taxation, and finance.

### **Recognition**

The Diploma in Accountancy is recognized by the government of Malaysia as a sub-professional qualification.

The Diploma in Accountancy graduates may further their studies at a higher level, such as in Bachelor of Accountancy (Hons) in UiTM, local universities or overseas and in professional courses, such as the MICPA, ACCA or CIMA.

### **Entry Requirements**

SPM with five (5) credits (including English, Mathematics and Bahasa Melayu or its equivalent) and one year of working experience in related fields.

Candidates with less than five (5) credits and have three years working experience in related fields can also be considered.



# DIPLOMA IN PUBLIC ADMINISTRATION (AM 110)

## Program Structure

This programme is designed to train students for a career in the public and private sectors.

## Career Opportunities

Graduates can join the civil service as category 8 executives or seek positions in the private sector. They may hold posts in public agencies, banking, administration, personnel, public relations, etc. They may also pursue a further degree in business, administration, economics, law, social science, humanities and others.

## Recognition

The programme is recognized by the Public Services Department for public sector employment. Graduates are also given exemptions/credit transfers for entry into local and foreign universities.

## Entry Requirements

SPM/SPVM with four (4) credits including Bahasa Malaysia and passed English and Mathematics not including Art Education/Visual Art/Technical Drawing

### And

One (1) year working experience.

### OR

SPM/SPVM with three (3) credits including Bahasa Malaysia and passed English and Mathematics not including Art Education/Visual Art/Technical Drawing

### And

Five (5) years working experience.

### OR

Candidate with less than three (3) credits including Bahasa Malayu and passed English and Mathematics not including Art Education/Visual Art/Technical Drawing

### AND

Ten(10) years of working experience.

# **DIPLOMA IN BUSINESS STUDIES (BM 111)**

## **Programme Structure**

This programme is designed to provide graduates with a strong foundation in modern business practices. This is vital as Malaysia is undergoing rapid development in industrialization. Professionals trained in business and management are therefore in high demand in the commercial and industrial sectors.

## **Career Opportunities**

Job opportunities at the middle level management are available in the banking sector and financial institutions.

## **Entry Requirements**

SPM with five (5) credits (including English, Mathematics and Bahasa Melayu or its equivalent) and one year of working experience in related fields.

Candidates with less than five (5) credits and have three years working experience in related fields can also be considered.

# DIPLOMA IN BANKING (BM 112)

## Programme Structure

This programme is designed to train students in the field of banking management and finance. Students will be exposed to courses related to basic management and business concepts in areas, such as Finance, Economics, Accounting, Statistics and other related courses.

Subsequently, emphasis is on the principles and current developments practiced by different banking management and financial institutions in Malaysia.

Graduates of Diploma in Banking are given exemptions for a few subjects conducted by professional bodies, such as the Association of Institutes of Bankers (AB) (UK), and the diploma is recognized by IBBM. These graduates can directly get into the BBA programmes in UiTM local University or abroad.

## Career Opportunities

The banking sector and financial institutions provide career opportunities at the middle management level.

## Entry Requirements

SPM with five (5) credits (including English, Mathematics and Bahasa Melayu or its equivalent) and one year of working experience in related fields.

Candidates with less than five (5) credits and have three years working experience in related fields can also be considered.

# **DIPLOMA IN BUSINESS STUDIES (INSURANCE) (BM 115)**

## **Programme Structure**

This programme is designed to provide students with an understanding of business related to the commercial and industrial sectors. It also offers knowledge in insurance education that provides particular emphasis on the principles and practice of major classes of insurance.

## **Career Opportunities**

Job opportunities include supervisory and junior management positions in insurance companies, insurance broking firms, insurance agencies, loss adjusting firms, financial institutions and Bank Negara of Malaysia, as well as other business organizations, government bodies and public authorities, particularly in their risk management and insurance departments.

## **Entry Requirements**

SPM with five (5) credits (including English, Mathematics and Bahasa Melayu or its equivalent) and one year of working experience in related fields.

Candidates with less than five (5) credits and have one year working experience in related fields can also be considered.



# **DIPLOMA IN**

## **TOURISM MANAGEMENT (HM 111)**

### **Programme Structure**

This programme is designed to provide basic skills and knowledge of the overall tourism industry. Special emphasis is given to the major operations of the travelling business. Graduates of this programme have a choice of either to start a career in the tourism industry or to pursue a degree programme in a related field or other fields.

### **Or**

A certificate in Tourism Operations (HM005) with a CGPA of at least 2.30 AND three (3) years working experience in related field.

### **Career Opportunities**

This programme prepares students for employment in various areas of tourism and leisure industries including travel agents and tour operators, airlines, hotels, event management establishments, conference and convention centers, transportation companies, park and recreation or public and private tourism organizations.

### **Entry Requirement**

SPM with three (3) credits (including Bahasa Melayu or its equivalent, Mathematics or English and one other) AND three (3) years working experience in related fields.

# **DIPLOMA IN**

## **INFORMATION MANAGEMENT (IS 110)**

### **Programme Structure**

This three year programme is structured to train semi professionals to be competent in the identification, acquisition, storage, organization, retrieval and use of information.

### **Career Opportunities**

Graduates will have the opportunity to work in many information management and provision functions. Some of these areas are libraries, records and documents management, archival work, publishing and book trade, electronic information services and the internet, business and general research and other information management functions.

### **Entry Requirement**

SPM with five (5) credits (including Bahasa Melayu and English), a pass in mathematics and one year of working experience

### **OR**

SPM with less than five (5) credits and three (3) years of working experience

# DIPLOMA IN

## SPORTS STUDIES (SR 113)

### Programme Structure

Diploma in Sports Studies (SR 113) was the implemented from the other three program which are Diploma in Sports Science and Recreation, Diploma in Leisure and Recreation Management, and Diploma in Health and Fitness. These programme are able to fulfill the needs and demands of the discipline in the present and the future.

### Career Opportunities

The Programme will equip students with the necessary skills and knowledge needed for a wide variety of career in the rapidly-expanding sports and leisure industry such as Ministry Of Youth and Sports, National Sports Council, State Sports Council, Fitness Center, Recreation Center and National or State sports association.

### Entry Requirement

SPM or any equivalent qualification recognized by the Malaysian Government by obtaining five (5) credits including English and Mathematics / Additional Mathematics; and passed Biology / Physics / Chemistry / General Science / Sports Science.

**And**

One (1) year working experience in related fields.

**OR**

SPM or any equivalent qualification recognized by the Malaysian Government by obtaining three (3) credits including Bahasa Melayu, and passed in English and Mathematics with three (3) years working experience in related fields or two (2) years involvement in sports at the state/national levels.

**AND**

**Pass in interview and fitness test conducted by the Faculty**



# i-class

i-Class is a learning management system that was developed to be used by e-PJJ students and lecturers. It serves as a platform for virtual interactive learning between students and lecturers or vice versa. It can be accessed by registered students through UiTM student portal at [www.uitm.edu.my](http://www.uitm.edu.my) and at [www.epjjined.uitm.edu.my](http://www.epjjined.uitm.edu.my) for the lecturers.

## Features

The general features in i-Class consists of the following functions:

- General announcements** - Displays all announcements for students
- My course** - Displays list of courses registered
- Public forum** - Site for interaction between students and management



The main features in i-Class for each course comprised the following functions:

<b>Course Syllabus</b>	– Displays course syllabus
<b>Course Facilitator</b>	– Displays a list of course learning facilitator (LF)
<b>Course Content</b>	– Displays main course material
<b>Support Materials</b>	– Displays additional course material
<b>Course Forum</b>	– Discussion forum for all students who enroll for the course
<b>Announcement</b>	– Displays all related course announcements
<b>Group</b>	– Special site for course group discussion between students and LF.
<b>Assignment / Project</b>	– Displays list of assignment / project given by LF
<b>Assessment</b>	– Site for online quizzes and tests
<b>Glossary</b>	– Displays related terms for the course
<b>References</b>	– Displays the sources of references
<b>My Drawer</b>	



# FEES AND FINANCIAL ASSISTANCE

## Tuition Fees

Diploma - RM90 per credit hour

Bachelor Degree - RM 100 per credit hour.

## Student Activity Fees

Diploma - RM25 per semester

Bachelor Degree - RM 50 per semester

## Miscellaneous Fees

First semester - RM 109

Each following semester - RM 46

Students may apply for financial assistance from:

- Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN)
- Employees Provident Fund (EPF)
- Baitulmal
- Pusat Zakat
- Bahagian Penganjuran Pelajaran MARA
- Commercial banks and financial institutions



# STUDENT AFFAIRS

The e-PJJ Student associate was formed in the year 2000. The functions of the society are to assist InED in planning and implementing various student activities such as academic skill workshop and seminar, sports and recreation as well as social and community services. It also functions as a body that provides counselling, motivation and guidance to students.

In addition, the association also acts as an agent in disseminating information from the management to the students, and in promoting distance education programmes to the public.



All students are encouraged to become members and participate actively in all activities organized by the association.

For further information, please call the Co-ordinator for Student Affairs.



# GRADUATION REQUIREMENT

In order to be awarded a diploma or degree, students must fulfill the following requirements:

Obtained a CGPA of at least 2.00; and

Passed all courses as stipulated in the program of study and given a complete status (ANC, TS or TM); and

Fulfill all the university needs and requirements; and

Endorsed by University Senate.





## *Uitm Di Hatiku*

Wujudmu di sini di tanah anak merdeka  
Bagai obor ilmu memayungi putra-putrinya  
Pelopor hidup, budaya bangsa, agama, Negara  
Pembentuk akhlak manusia agar jadi sempurna

Ku yang melangkah ke sini ingin mempelajari  
Rahsia di muka bumi dengan cara hakiki  
Tunjukkan aku jalan ilmunu untukku menuju  
Destinasi cita-cita negara dan bangsaku

Majulah bangsa  
Maju negara  
Berkat usaha jaya MARA  
Kami berikrar akan berjasa  
Hingga kita berjaya.....demi bangsa

Watikan yang ku miliki kan ku semat di hati  
Janjiku pada petiwi untuk menabur bakti  
Ku sempurnakan seikhlas hati membela negara  
Doa restu ayah bonda ku untuk mu semua  
UITM..... Usaha Takwa Mulia



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UNIVERSITI TEKNOLOGI MARA  
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