

PROSPECTUS

Gateway to Opportunity 2008/2009

DISTANCE EDUCATION CENTRE
INSTITUTE OF EDUCATION DEVELOPMENT



UNIVERSITI
TEKNOLOGI
MARA



ISO 9001:2000 No Sijil : KLR 0500264

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 a distance learning. It is hoped that this prospectus will definitely be electronic (e-PJJ) handy. It should answer all your initial questions about InED, and about the course you are about to follow.

InED UiTM will continue to ensure that there are more opportunities for bumiputras to acquire new knowledge, improve their skills, and further their education. I sincerely hope that all bumiputras will avail themselves to 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 successfully publishing this prospectus. Such an accomplishment is only possible through the close co-operation and the spirit of teamwork among the staff.

Associate Prof. Dr Mohd Ismail Ramli

*Gateway to
Opportunity*

MESSAGE FROM

HEAD OF DISTANCE EDUCATION CENTRE



Congratulations to the publication team for successfully realizing the production of this handy and informative prospectus.

As an institution of higher learning with the motto 'Gateway to Opportunity', we are glad to offer all working bumiputras the opportunity to enhance your career and to improve your qualification using the electronic distance education (ePJJ) as a mode of learning. We feel that this mode is the most suitable because you can pursue your studies without quitting your job or taking study leave.

However, this self-directed and flexible programme requires minor adjustments on your time and lifestyle in order to focus on your studies without having to sacrifice your career advancement. Besides using the latest learning management system available, you will also enjoy a reasonable and affordable tuition fee.

I sincerely hope that you will take this golden opportunity seriously as to help achieve your ambition as well as the aspiration of our religion, race and nation.

Wassalam.

Associate Prof. Dr Syed Jamal Abdul Nasir Syed Mohamad



content



Message From The Director 1

.....
Message From Head Of
Distance Education Centre 2

.....
Universiti Teknologi Mara 6

Philosophy
Vision
Mission
Objective
Organization Chart

.....
Institute Of Education
Development 8

Vision
Mission
Objective
Organization Chart



Distance Education Centre	10
Vision	
Mission	
Objective	
Organization Chart	
.....	
Staff Directory	12
.....	
About e-PJJ	16
.....	
Programmes	16
.....	
i-Class	46
.....	
Fees And Financial Assistance	48

Student Affairs	49
.....	
Graduation Requirement	50
.....	
UiTM Dihati Ku	51
.....	



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 UiTM 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

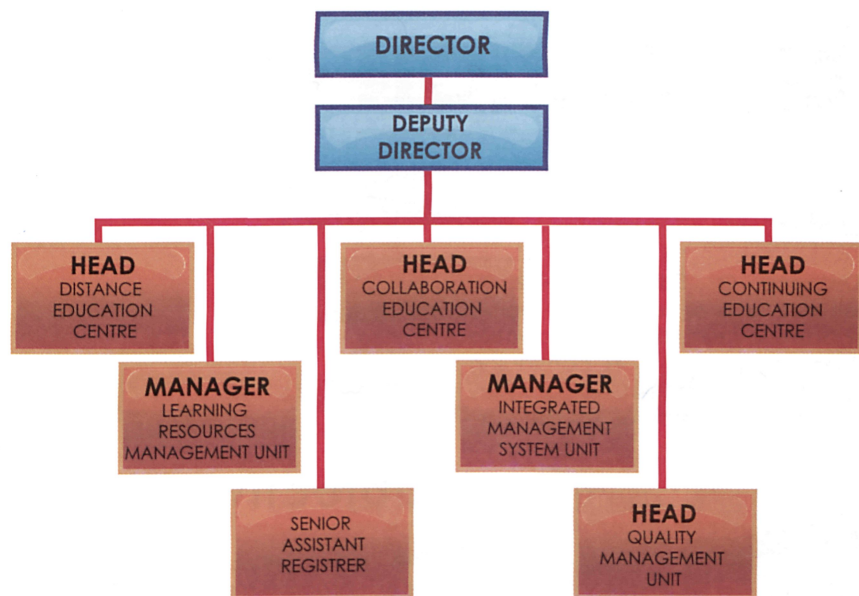
Philosophy A belief that every individual is capable of developing himself, society and the nation by enhancing his knowledge and expertise through continuous education.

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 fulfil global market demands.

Organization Chart



DISTANCE OF EDUCATION CENTRE

Vision

The Distance Of 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

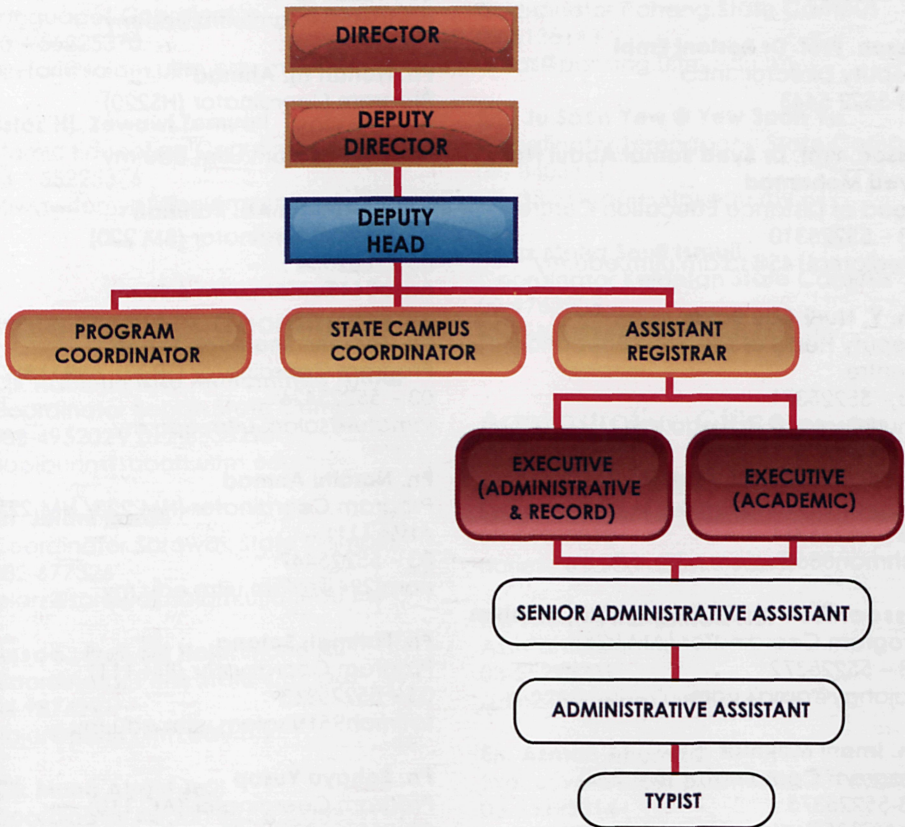
To provide quality continuing education programmes to Bumiputra through alternative learning modes in order to upgrade their knowledge and enhance opportunities for career advancement.

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

Assoc. Prof. Dr Mohd Ismail Ramli

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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. Apart 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
- Cheapest fee / most competitive
- Learning aids through various channels
- Blended learning

Electronic distance education program (e-PJJ) will enable you to become a graduate who could compete in a competitive new knowledge based on global economic order.

e-PJJ students are subjected to the same entry requirements, assessment, academic regulations and the final examination just like the full time students. Therefore the quality of e-PJJ graduates are at par with full time graduates.



e-PJJ Virtual Class

All courses under the e-PJJ program are also conducted through virtual class. This virtual class can be accessed at any time and anywhere via the internet either from home, cyber cafe or from your office. Even though you need not enter the virtual class everyday but you are encouraged to log in regularly to enable you to obtain the latest information regarding your program 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, look, read and print extra materials and also other support materials that would be up-loaded 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.

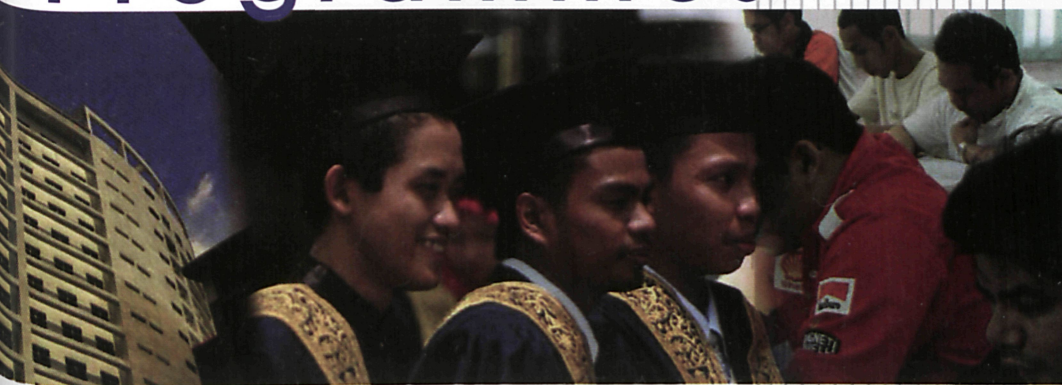
Online Application

You can apply online via the following website address

www.ined.uitm.edu.my



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 two modes of learning are conventional and Computer-Mediated Flexible Learning (FLP).

MODE & DURATION

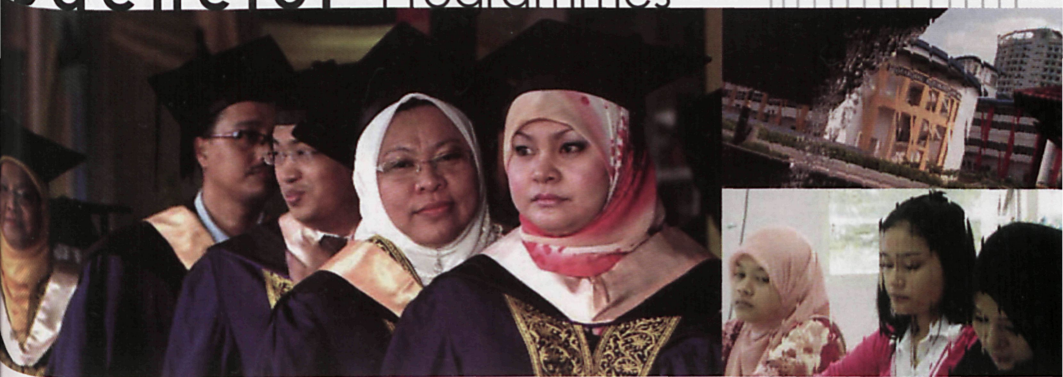
Flexible Learning Program: 2 - 4 years

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), acronym 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 knowledge and skill 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 knowledge base that is *sine qua non* for employment in the new millennium. The students can further deepen their knowledge and hone their skills by choosing from a range of elective to match their own preference 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 core 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 one 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 principal 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 organisation 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

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 provide students who are interested in becoming foodservice professional in the foodservice sectors of their choice. This 3- 5 years programme provides graduate with supervisory, managerial and also research skills for a competitive advantage both in the local and international scenario in line with the mission and vision statement of UiTM.

Career Opportunities

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

Graduates are also equipped to be foodservice trainers, educators and consultants.

Restaurant/foodservice operators, contract caterers, 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 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 experience in related field.

AND

A pass in Malaysia University English Test (MUET)

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

Pass 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)

Entry Requirements

Candidates must fulfill the University general entry requirement and the program special needs

And

Currently working in the related fields

And

Obtained a Diploma in Nursing from UiTM with a minimum CGPA of 2.50.

OR

Obtained a Diploma in Nursing from UiTM with a minimum CGPA of 2.30 and two (2) years working experience in related fields and registered with Malaysian Nursing Board

OR

Obtained a Diploma in Nursing from other institutions of higher learning recognized by the government with a minimum CGPA of 3.00 and registered with Malaysian Nursing Board

And

Pass SPM with five (5) credits in Biology/ Science, Mathematics/Additional Mathematics and also pass in English.

OR

Obtained a Diploma in Nursing from other institutions of higher learning recognized by the government with a minimum CGPA of 2.75 and two(2) years working experience in related field and registered with Malaysian Nursing Board

And

Passed SPM with five (5) credits in Biology/ Science, Mathematics/Additional Mathematics and also pass in English.

AND

A Pass In Malaysia University English Test (MUET)

BACHELOR OF MEDICAL IMAGING (HONS) (HS 222)

Entry Requirements

Candidates must fulfill the University general entry requirements and the program special needs

And

Currently working in the related fields

And

Obtained a Diploma in Medical Imaging from UiTM with a minimum CGPA of 2.50

OR

Obtained a Diploma in Medical Imaging from UiTM with a minimum CGPA of 2.30 and two (2) years working experience in related fields

OR

Obtained a Diploma in Medical Imaging and diploma based on Science and Technology from other institutions of higher learning recognized by the government with a minimum CGPA of 3.00

And

SPM with five (5) credits in Biology/Science, Mathematics/Additional Mathematics and also passed in English.

OR

Obtained a Diploma in Medical Imaging from other institutions of higher learning recognized by the government with a minimum CGPA of 2.75 and two(2) years working experience in related field

And

Pass SPM with five (5) credits in Biology/Science, Mathematics/Additional Mathematics and also passed in English.

AND

A Pass In Malaysia University English Test (MUET)

BACHELOR OF

HEALTH AND ENVIROMENTAL SAFETY (HONS) (HS 223)

Entry Requirements

Candidates must fulfill the University general entry requirements and the program special needs

And

Passed SPM with five (5) credits in Biology/ Science, Mathematics/Additional Mathematics and also passed in English.

Credit Mathematics and also passed in English.

And

Currently working in the related fields

OR

And

Obtained a Diploma in Environmental Safety from UiTM with a minimum CGPA of 2.50

Obtained a Diploma in Environmental Safety from other institutions of higher learning recognized by the government with a minimum CGPA of 2.75 and two(2) years working experience in related field

OR

Obtained a Diploma in Environmental Safety from UiTM with a minimum CGPA of 2.30 and two (2) years working experience in related fields

And

Passed SPM with five (5) credits in Biology/ Science, Mathematics/Additional Mathematics and also passed in English.

OR

Obtained a Diploma in Environmental Safety and diploma based on Science and Technology from other institutions of higher learning recognized by the government with a minimum CGPA of 3.00

AND

A Pass In Malaysia University English Test (MUET)

BACHELOR OF

OCCUPATIONAL THERAPY (HONS) (HS 225)

Entry Requirements

Candidates must fulfill the University general entry requirements and the program special needs

And

Currently working in the related fields

And

Obtained a Diploma in Occupational Therapy from UiTM with a minimum CGPA of 2.50

OR

Obtained a Diploma in Occupational Therapy from UiTM with a minimum CGPA of 2.30 and two (2) years working experience in related fields

OR

Obtained a Diploma in Occupational Therapy and diploma based on Science and Technology from other institutions of higher learning recognized by the government with a minimum CGPA of 3.00

And

Passed SPM with five (5) credits in Biology/ Science, Mathematics/Additional Mathematics and also passed in English.

OR

Obtained a Diploma in Occupational Therapy from other institutions of higher learning recognized by the government with a minimum CGPA of 2.75 and two(2) years working experience in related fields

And

Passed SPM with five (5) credits in Biology/ Science, Mathematics/Additional Mathematics and also passed in English.

And

A Pass In Malaysia University English Test (MUET)

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:

STPM with a minimum of three (3) principle passes including General Paper.

Or

SPM or any equivalent qualification recognized by the Malaysian government with five (5) credits including Bahasa Melayu, English, and Mathematics/ Additional Mathematics

And

Five (5) years of working experience level in related fields.

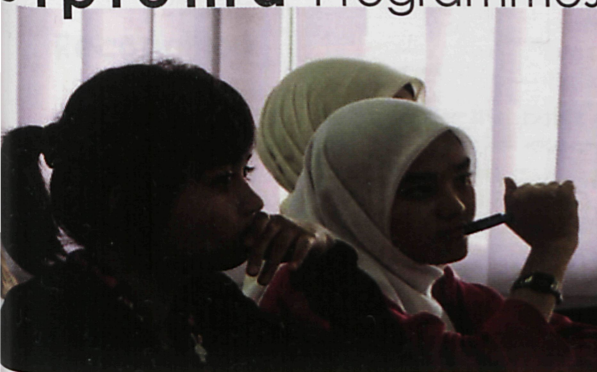
AND

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 pass in 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 pass in 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 pass in 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 equivalence 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 Universities or overseas.

Career Opportunities

A wide range of career opportunities is opened for the graduates in the field of banking and finance.

Entry Requirements

SPM with five (5) credits (including English, Mathematics and Bahasa Melayu or its equivalence 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

SPM with at least four (4) credits, including English, Bahasa Melayu, Mathematics and one year working experience.

And

A Certificate in Tourism Operations (HM005) with a CGPA of at least 2.70.

Career Opportunities

The programme prepares students for employment in various areas of tourism and recreational industries including Hotels, Event Management Establishments, Conference and Convention Centres, Tour Operators or with the public services tourism department.

Entry Requirement

SPM with five (5) credits (including English, Mathematics and Bahasa Melayu or its equivalent) and one year of 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 implemented from the other three programs which are Diploma in Sports Science and Recreation, Diploma in Leisure and Recreation Management, and Diploma in Health and Fitness. These programmes 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 Bahasa Melayu, English and Mathematics / Additional Mathematics; and passed Biology / Physics / Chemistry / General Science / Sport 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 and at www.epjj.ined.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:

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



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.

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



Besides, the society also functions as a body that provides counseling, motivation and guidance to students.

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

For further information, please call the coordinator 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 ilmu 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

Watikah 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



DW 2 Intekma Resort & Convention Centre
Universiti Teknologi Mara Malaysia
40000 Shah Alam Selangor Darul Ehsan

Designed by:

