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MARA

Institut
Pendidikan
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LEARNING KIT SIJIL ANNEX

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iCEPS
INSTITUTE OF CONTINUING
EDUCATION & PROFESSIONAL STUDIES

SINOPSIS SIJIL ANNEX

Program ini ditawarkan terbuka kepada semua graduan **berstatus bumiputera** yang telah bekerja dengan **kelulusan Sarjana Muda daripada IPTA atau IPTS dengan tiada had umur** tertentu kepada pemohon.

Tujuan program ini dibangunkan adalah sebagai laluan kepada graduan untuk **mencari peluang bagi menambah pengetahuan dan kemahiran berkaitan kerjaya mereka agar kekal relevan dan berdaya saing dengan graduan baharu.**

Pelajar Sijil Annex boleh mengambil mana-mana kursus yang relevan dan aktif dalam sistem akademik semasa **UiTM sebagai Sijil Tambahan dalam Transkrip Sarjana Muda** yang sedia ada.

Program ini menawarkan pelbagai kursus daripada tiga (3) program iaitu **ePJJ/PLK (Separuh Masa), Micro-Credentials, dan Kursus dari Program Perdana UiTM (Sepenuh Masa).**

SYARAT KELAYAKAN

Syarat Am Universiti :

- Lulus SPM/ setaraf.
- Kepujian dalam Bahasa Melayu/ Malaysia di peringkat SPM/ setaraf.
- Lulus Ijazah/ setaraf daripada IPT yang diiktiraf oleh kerajaan Malaysia.

Syarat Khas Program :

Syarat Khas - Lulusan Ijazah (Sarjana Muda/ Sarjana/ Setaraf) Yang Diiktiraf.

- Sekurang-kurangnya PNGK 2.00 lepasan Ijazah IPTA/ IPTS
- MUET sekurang – kurangnya Band 1.

* Pelajar perlu mendaftar dan mengikuti sesi pengajaran dan pembelajaran dengan syarat minima **15 jam kredit/5 kursus.**

KADAR YURAN

SEMESTER 1 : (RM788.00)

Yuran Kursus
RM 100 per Kredit × 2 Kursus
(6 Kredit) : RM 600
Pendaftaran : RM 30
Kad Pelajar : RM 33
Yuran Kenaan Tetap : RM 125

SEMESTER 2 : (RM725.00)

Yuran Kursus
RM 100 per Kredit × 2 Kursus
(6 Kredit) : RM 600
Yuran Kenaan Tetap : RM 125

SEMESTER 3 : (RM425.00)

Yuran Kursus
RM 100 per Kredit × 1 Kursus
(3 Kredit) : RM 300
Yuran Kenaan Tetap : RM 125

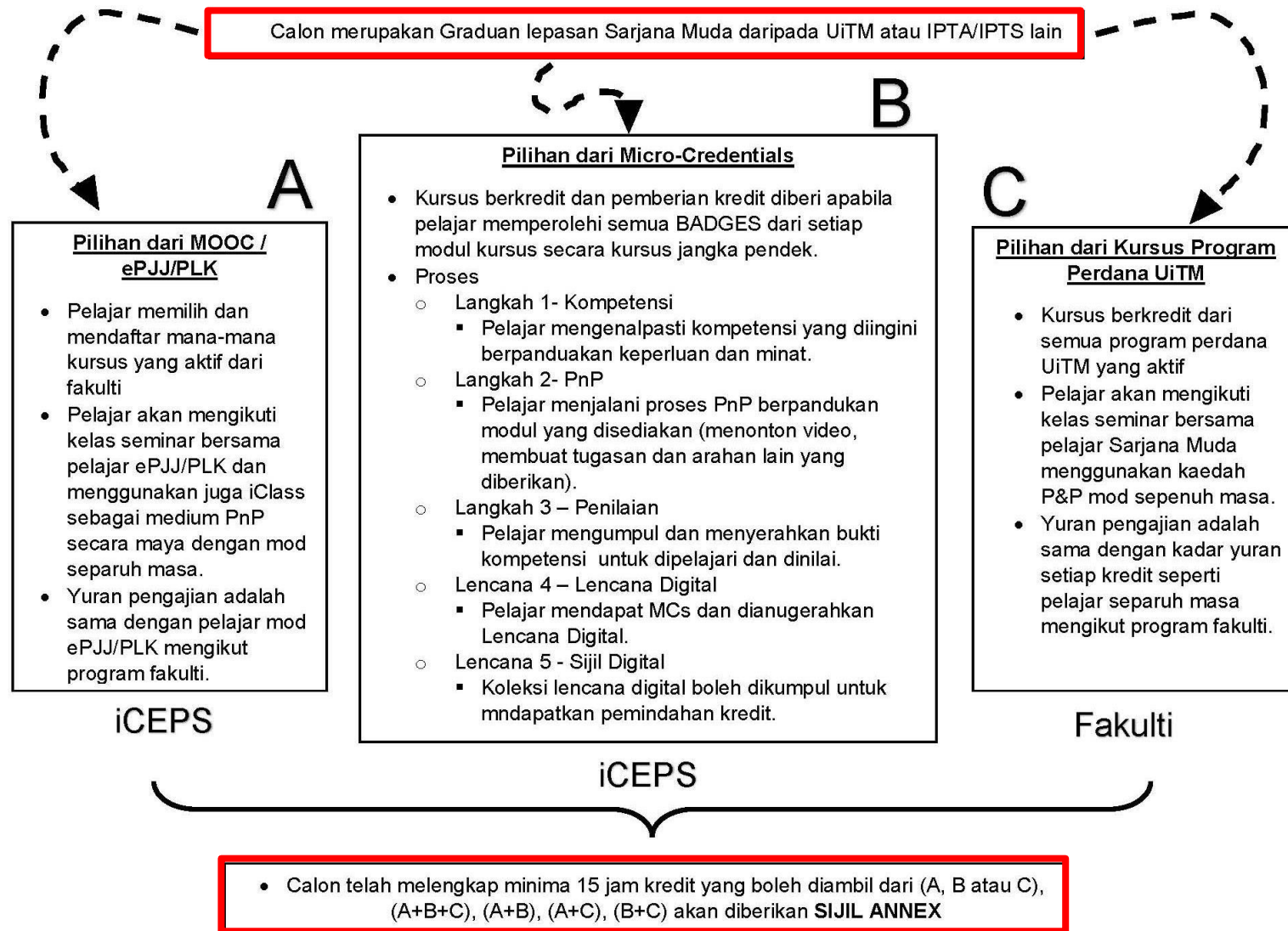
**JUMLAH KESELURUHAN
YURAN PENGAJIAN SIJIL
ANNEX SEBANYAK :**

RM 1938.00

LALUAN KEPADA GRADUAN BAGI KEKAL RELEVAN DALAM PASARAN PEKERJAAN SEMASA



PROSES PEMBERIAN SIJIL ANNEX



SENARAI KESELURUHAN KURSUS

SIJIL ANNEX

BIL	TARIKH JAF	FAKULTI	KURSUS	KOD PROGRAM	KOD KURSUS	JAM KREDIT	MOD
1.	20 Oktober 2023 Bil 2/2023	Fakulti Perakaunan	Financial Accounting & Reporting 1	AC220	FAR410	3	PT
			Financial Accounting & Reporting 2		FAR460	3	PT
			Taxation 1		TAX467	3	PT
			Financial Accounting & Reporting 3		FAR510	3	PT
			Cost & Management Accounting		MAF451	3	PT
			Financial Accounting & Reporting 4		FAR570	3	PT
			Financial Management		MAF503	3	PT
			Taxation 2		TAX517	3	PT
			Consolidated Financial Statement		FAR620	3	PT
			Management Accounting & Control		MAF551	3	PT
			Advanced Taxation		TAX667	3	PT
			Accounting Information System		AIS615	3	PT
			Accounting: Theory and Emerging Issues		FAR661	3	PT
			Auditing 1		AUD589	3	PT
			Corporate Finance		MAF603	3	PT
			Accounting System Analysis & Design		AIS655	3	PT
			Business Ethics & Corporate Governance		CRG650	3	PT
			Financial Markets		MAF653	3	PT
			Seminar in Management Accounting		MAF651	3	PT
			Audit & Assurance Services		AUD689	3	PT
			Strategic Management		MAF661	3	PT
			Integrated Case Study		MAF671	3	PT
			Financial Statement Analysis		FAR670	3	PT
			Accounting For Islamic Financial Transactions		FAR618	3	PT
			Company Secretarial Practice		CRG660	3	PT
			Public Sector Accounting		PSA662	3	PT
			Advanced Taxation For Professional 1		TAX695	3	PT
			Zakat Accounting		FAR658	3	PT
			Islamic Finance		MAF663	3	PT
			Risk Management And Control		MAF682	3	PT
			Internal Auditing		AUD679	3	PT
			Shariah Audit And Government Of Islamic Financial Institutions		AUD699	3	PT
JUMLAH KURSUS = 32 KURSUS							

BIL	TARIKH JAF	FAKULTI	KURSUS	KOD PROGRAM	KOD KURSUS	JAM KREDIT	MOD
2.	16 Julai 2020 Bil 9/2020	Fakulti Undang-Undang	Artificial Intelligence and Law	LW213	LAW691	3	FT
			Competition Law		LAW508	3	FT
			Halal Related Law		LAW509	3	FT
			Alternative Dispute Resolution		LAW444	3	FT
			Intellectual Property Law I		LAW536	3	FT
			Cyber Law		LAW572	3	PT
			Environmental Law		LAW573	3	FT
			Industrial Relations Law		LAW564	3	PT
JUMLAH KURSUS = 8 KURSUS							
3.	24 Julai 2020 Bil 8/2020	Fakulti Pengurusan Hotel & Pelancongan	Professional Etiquette for Hoteliers	HM240	HTH558	3	FT
			Hotel Design and Layout	HM240	HTH566	3	PT
			Hospitality Strategic Management	HM241	HTH668	3	PT
			Tourism Product and Innovation	HM241	HTT576	2	PT
			Culinary Taste and Experience	HM245	HTC583	3	PT
JUMLAH KURSUS = 5 KURSUS							
4.	28 Julai 2020 Bil 03/2020	Fakulti Sains Komputer & Matematik	Game Design and Development	CDCS230	CSC683	3	FT
			Mobile Technology and Development	CDCS240	ICT602	3	PT
			Computer Graphics	CDCS253	CSC658	3	FT
			Database Management System	CDCS240	ICT501	3	PT
			Critical and Creative Thinking for Information Technology Solutions	CDCS240	ICT500	3	PT
			Network Design and Management	CDCS255	ITT550	3	PT
			Wireless and Mobile Computing	CDCS245	ITT575	3	FT
			Introduction to Information Technology Infrastructure	CDCS240	ICT554	3	PT
			ICT In Industries	TBC	ICT606	3	FT

BIL	TARIKH JAF	FAKULTI	KURSUS	KOD PROGRAM	KOD KURSUS	JAM KREDIT	MOD
			Introduction to Interactive Multimedia	CDCS230/ CDCS240/ CDCS251/ CDCS253/ CDCS255/ CDCS264/ CDCS245	CSC413	3	PT
			Computer Essential and Applications	TBC	CSC434	3	FT
			Multimedia Technology & Applications	CDCS246	CSC441	3	FT
			Image Processing	CDCS253	CSC566	3	FT
			Virtual Reality	CDCS253	CSC573	3	PT
			Artificial Intelligence Algorithms	CDCS230	CSC583	3	PT
			E-Commerce Technology	CDCS240	ICT552	3	PT
JUMLAH KURSUS = 16 KURSUS							
5.		Kolej Pengajian Seni Kreatif	Major Instrument I	MU220	MUE407	1	FT
			Theory of Music I	MU223	MUF404	2	FT
			Western Art Music History	MU221	MUF405	2	FT
			Malaysian Traditional Music I	MU223	MUF408	2	FT
			Performing Group, I	MU221	MUF409	1	FT
			• Big Band				
			• Choir				
			• Traditional Malay Orchestra				
			Popular Music Studies	MU223	MUB554	3	FT
			Legal Aspects of The Music Industry	MU223	MUB604	3	FT
			Music in The International Marketplace	MU223	MUB605	3	FT
			Elementary Music Arranging	MU221	MUC400	3	FT
			Introduction to Music Industry	MU223	MUB502	3	FT
			Keyboard Instruction 1	MU220	MUE405	1	FT
			Music & Multimedia	MU223	MUE662	3	FT
			Talent and Logistic Management	CAFF237	FMP531	3	FT
			Film Distribution and Exhibition	CAFF237	FMP543	3	FT
			Advertising and Film Promotion	CAFF237	FMP542	4	FT
			Digital Film and Television Postproduction Management	CAFF237	FMP541	3	FT
			Script Analysis	CAFF232	FWS533	4	FT
			Acting II	CAFF234	FTP531	3	FT
			Improvisation	CAFF234	FTP532	2	FT
			Idea and Concept for Animation	CAFF238	FAA422	2	FT
			Drawing for Animation	CAFF232	FAC411	3	FT
			Cartoon and Character Design	CAFF115	FFA121	3	FT
			Post-Production for Animation	CAFF115	FFA243	4	FT
			Principles of Animation (2D)	CAFF238	FAA421	2	FT

BIL	TARIKH JAF	FAKULTI	KURSUS	KOD PROGRAM	KOD KURSUS	JAM KREDIT	MOD
			Screenplay	CAFF232	FWS543	4	FT
			Writing and Storytelling for Animation	CAFF232	FWS421	2	FT
			Documentary Script	CAFF232	FWS541	4	FT
			Script Analysis	CAFF232	FWS533	4	FT
			Production Design	CAFF230	FFD421	3	FT
			Digital Postproduction	CAFF230/ CAFF231	FDC531	3	FT
			Basic Film Production	CAFF232/233/236/237	FDC413	3	FT
			Directing Actors	CAFF230	FFD542	3	FT
			Fundamental Printmaking	CAAD228	FET434	3	FT
			Basic Pattern and Garment Making	CAAD246	FST408	3	PT
			Textile Embellishment	CAAD242	ADE421	3	FT
			Typography for Publishing	CAAD247	ADE412	3	PT
			Digital Photography Theories and Techniques	CAAD247	CPM401	4	FT
			Basic Printing Processes	CAAD230	ADE401	3	FT
			Tabletop Game Design	CAAD233	ADE551	2	FT
			Drawing	CAAD247	FND460	3	PT
			Fundamental Painting	CAAD228	FET432	3	FT
JUMLAH KURSUS = 41 KURSUS							
6.	17 Ogos 2020 Bil 7/2020	Fakulti Pengurusan Maklumat	Foundation of Information Management	CDIM246	IMC402	3	FT
			Legal and Ethical Aspects of Information Systems	CDIM246	IMS657	3	PT
			Information of Professional Work	CDIM246	IML654	2	PT
			Information Sources and Services in Social Sciences	CDIM244	IML503	3	PT
			Computerized Textual Information Management	CDIM244	IML554	3	PT
			Basic Web Design and Content Management	CDIM246	IMS456	3	PT
			Information Systems Project Management	CDIM245	IMS654	2	PT
			Organization of Information	CDIM245	IMC451	3	PT
			Management of Information Systems Department	CDIM245	IMS656	2	PT
JUMLAH KURSUS = 9 KURSUS							
7.	13 Ogos 2020 Jaf 129, Bil 10/2020	Fakulti Sains Gunaan	Environmental Pollution	AS245	CMT581	3	FT
			Environmental Impact Assessment	AS229	EVT575	3	PT
			Environmental Science	AS229	EVT427	3	PT
			Occupational Safety and Health	AS201	FSG471	3	PT
			Quality in Analytical Measurement	AS253	CHM561	3	FT
			Technical Textiles (October only)	AS250	TXL588	3	FT
			Fashion Marketing (October only)	AS250	TXL642	3	FT
			Fashion Retailing (March only)	AS250	TXL672	3	FT

BIL	TARIKH JAF	FAKULTI	KURSUS	KOD PROGRAM	KOD KURSUS	JAM KREDIT	MOD
			Plastic Processing Technology	AS243	PST566	3	FT
			Sustainable Polymer Technology	AS243	PST675	3	FT
			Food Processing Technology	AS246	FST548	3	FT
			Food Safety and Toxicology	AS246	FST652	3	FT
			Concept and Management of Halal Foods	AS246	FST645	3	FT
			Instrumentation and Measurement Techniques	AS203	PHY450	3	FT
			Digital Integrated Circuit Design	TBC	PHY610	3	FT
			Computational Physics	AS203	PHY588	3	FT
			Semiconductor Process Technology	AS251	PHY585	3	FT
			Astrophysics	AS203	PHY575	3	FT
			CAD/CAM for Technology	AS240	MST655	3	FT
			Polymeric Materials	AS240	MST513	3	FT
			Ecosystem and Conservation	AS201	BIO652	3	FT
			Industrial Applications of Microorganisms	TBC	MIC548	3	FT
			Microbial Technology	AS244	BMS635	3	FT
			Biodiversity and Conservation	AS244	BMS665	3	FT
			Fashion Merchandising (March only)	AS240	TXL582	3	FT
JUMLAH KURSUS = 25 KURSUS							
8.	Bil 4/2020 2 September 2020	Fakulti Pendidikan	Appreciating Poetry	ED241	TSL425	3	FT
			Creative Writing	ED241	TSL620	3	FT
			Alternative Assessment in Art Education	ED242	ADE617	3	FT
			Animation and Art Production	ED242	ADE570	3	FT
			Craft, Design and Function	ED242	ADE680	3	FT
			Health Education	ED246	SED552	3	FT
			Injury Prevention and Treatment in Sport	ED246	SED455	3	FT
			Problem Solving in Mathematics	ED249	MAE572	3	FT
			Creativity and Creative Teaching in Science	ED247	SCE553	3	FT
			Innovative Technologies in Teaching and Learning	ED241	EDU456	3	FT
			Educational Psychology	ED241	EDU550	3	FT
			Introduction to Research Methodology	ED220	EDU540	3	FT
JUMLAH KURSUS = 12 KURSUS							

BIL	TARIKH JAF	FAKULTI	KURSUS	KOD PROGRAM	KOD KURSUS	JAM KREDIT	MOD
9.	Bil 5/2020 2 September 2020	Fakulti Sains Pentadbiran & Pengajian Polisi	Quality Management	AM228	ADM510	3	PT
			Managing Change	AM228	ADS607	3	PT
			Seminar in Public Management	AM228	ADS656	3	PT
			Knowledge Management	AM228	ADS503	3	FT
			Social Marketing	AM228	ADS402	3	PT
			Introduction to Public Policy	AM228	ADS514	3	PT
			Malaysian Economy	AM228	ADS504	3	PT
			Innovation Management	AM228	ADS557	3	PT
			Principles of Public Finance	AM228	ADS653	3	PT
			Seminar in Global Affairs	AM228	ADS660	3	PT
			Southeast Asia Studies	AM228	ADS560	3	PT
			Local Government	AM226	ADS505	3	FT
JUMLAH KURSUS = 12 KURSUS							

PENGUNAAN UFUTURE DAN JADUAL WAKTU KULIAH

**Dimana
boleh
saya
rujuk
Jadual
Waktu
Kuliah ?**

- Jadual Waktu Kuliah bagi kursus program perdana boleh dirujuk di pautan ICRESS <http://icress.uitm.edu.my/>
- Jadual Kuliah bagi kursus dibawah program ePJJ/PLK boleh dirujuk di pautan iceps.uitm.edu.my/index.php/downloads/student

Ufuture.uitm.edu.my



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USERNAME & PASSWORD

CARA MEMOHON SIJIL ANNEX

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Langkah 2

Langkah 3

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iCEPS INSTITUTE OF CONTINUING EDUCATION & PROFESSIONAL STUDIES

HUBUNGI KAMI BAHAGIAN JABATAN PEMBANGUNAN DAN PENGURUSAN AKADEMIK & PENGAMBILAN PELAJAR



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Lanjut Emailkan Kepada Kami :**

jppaiceps@uitm.edu.my



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Jamaludin**
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TIPS BELAJAR DENGAN LEBIH EFEKTIF

LAPANGKAN FIKIRAN

Pastikan anda mengambil rehat sekurang-kurangnya 5 minit setiap setengah jam ataupun sejam. Ini boleh membantu peredaran darah ke otak anda, pada masa yang sama boleh memberikan ketenangan kepada fikiran anda. Keadaan tersebut boleh meningkatkan daya ingatan dan tumpuan anda.

ULANGKAJI PELAJARAN

Semasa mengulangkaji pelajaran, mulakan dengan subjek yang anda rasa sukar terlebih dahulu. Hal ini untuk memberikan seluruh tumpuan yang masih segar anda kepada subjek yang anda perlu tekankan terlebih dahulu. Kemudian subjek-subjek yang anda rasa agak senang untuk skor.

BUAT NOTA

Ambillah nota semasa dalam sesi pembelajaran. Untuk dapatkan keberkesanan yang lebih dalam menyalin nota dalam kelas, Tanya berkaitan dengan nota yang anda salin. Dapatkannya jawapannya dan salin sebagai nota kaki kepada nota asal anda.

KUMPULAN BELAJAR

Anda digalakkan untuk membentuk satu kumpulan belajar dimana anda semua boleh berkongsi apa yang masing-masing dapat semasa menjalani kelas. Anda boleh membahagikan ahli kumpulan untuk menerangkan mana-mana topik kepada semua ahli.



TIPS TAMBAHAN PEMBELAJARAN EFEKTIF

- 1 Selain menghafal, anda perlu mengetahui/menguasai apa yang anda hafal tersebut, sehingga anda boleh menerangkannya kepada rakan-rakan yang lain.
- 2 Belajar dengan orang yang rajin dan pintar boleh memberikan anda semangat. Seeloknya jadikan mereka sebagai rakan belajar anda.
- 3 Rajin-rajinlah bertanya kepada pensyarah anda bagi setiap topik yang dipelajari supaya lebih difahami.
- 4 Belajar satu subjek dalam sesuatu masa. Elakkan bercampur aduk dengan subjek yang lain.
- 5 Berikan rehat kepada diri sendiri setelah anda berhasil mencapai sesuatu, seperti menyiapkan latihan ataupun mendapat keputusan yang cemerlang.
- 6 Jangan menangguhkan kerja, belajar dan ulangkaji pelajaran pada awal waktu untuk mengelakkan daripada tidak sempat mengulangkaji pada saat akhir.
- 7 Kebanyakan buku teks mempunyai "*chapter review*" pada permulaan topik. Jadikan ia sebagai satu panduan akan apa yang anda perlu kuasai.