



Institut  
Pendidikan  
Berterusan &  
Pengajian Profesional



# LEARNING KIT **SIJIL ANNEX**

PELUANG UNTUK  
MENAMBAH PENGETAHUAN & KEMAHIRAN

## JOM SERTAI KAMI!

# iCEPSUiTM

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03-5544 8391

 **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 - Lepasan 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)

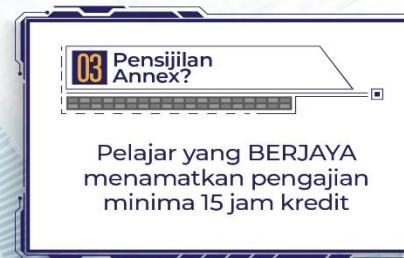
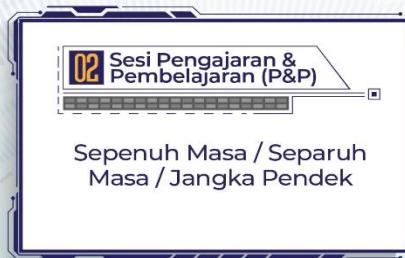
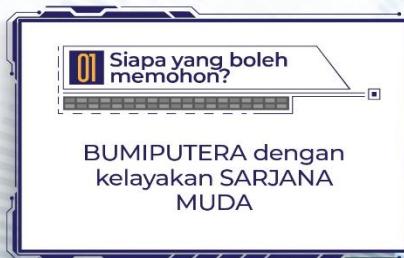
Yuran Kursus  
RM 100 per Kredit × 1 Kursus  
**(3 Kredit)** : RM 300

Yuran Kenaan Tetap : RM 125

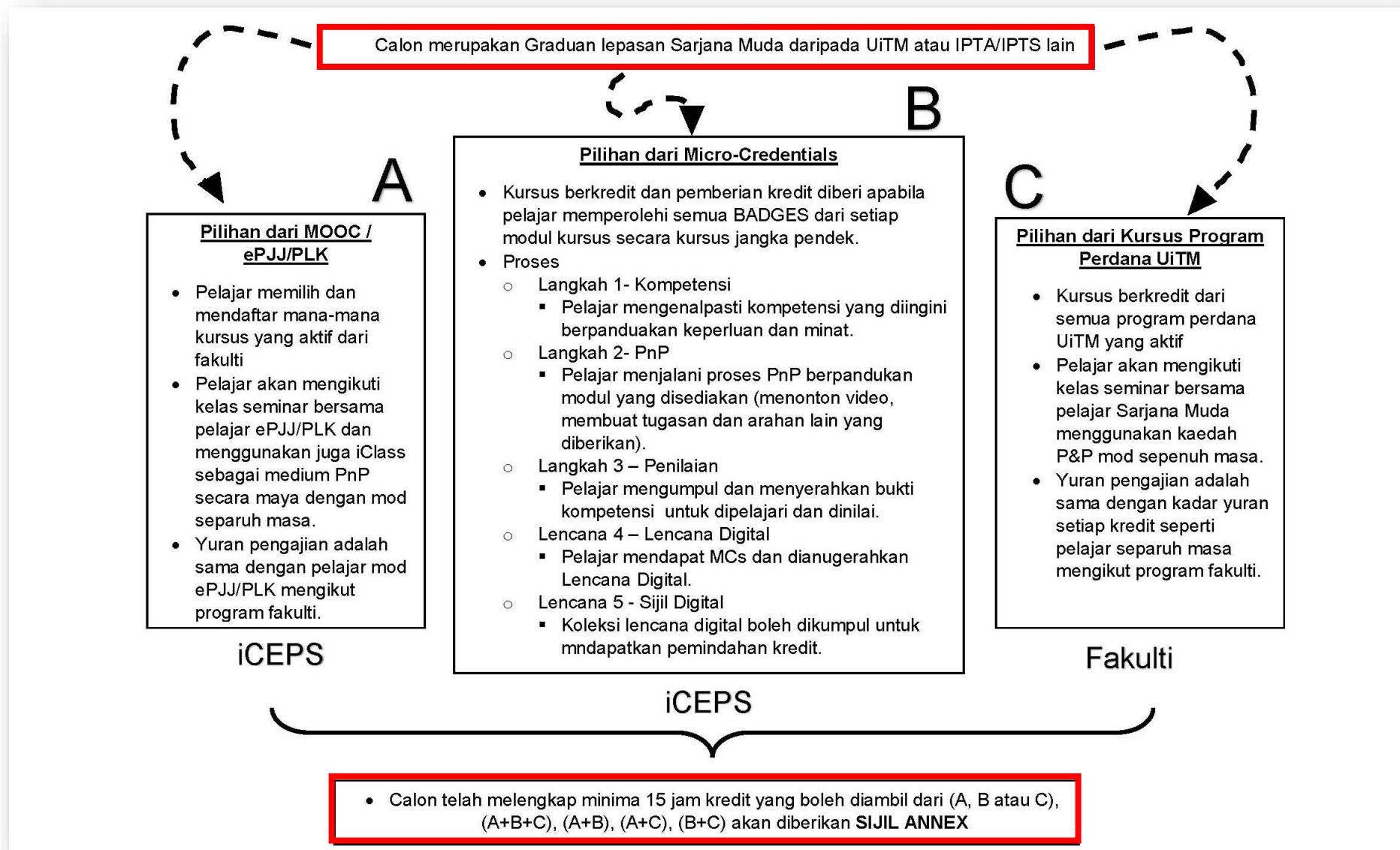
JUMLAH KESELURUHAN  
YURAN PENGAJIAN SIJIL  
ANNEX SEBANYAK :

**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.                              | 6 Ogos 2020<br>Bil 28/2020   | Fakulti Perakaunan                      | Accounting Information System                                       | AC220       | AIS615     | 3          | PT  |
|                                 |                              |   | Accounting System Analysis and Design                               |             | AIS655     | 3          | PT  |
|                                 |                              |   | Internal Auditing   |             | AUD679     | 3          | PT  |
|                                 |                              |   | Accounting for Islamic Financial Transaction                        |             | FAR618     | 3          | PT  |
|                                 |                              |   | Financial Statement Analysis  |             | FAR670     | 3          | PT  |
|                                 |                              |   | Business Ethics and Corporate Governance                            |             | CRG650     | 3          | PT  |
|                                 |                              |   | Company Secretarial Practice  |             | CRG660     | 3          | PT  |
| <b>JUMLAH KURSUS = 7 KURSUS</b> |                              |   |   |             |            |            |     |
| 2.                              | 16 Julai 2020<br>Bil 9/2020  | Fakulti Undang-Undang                   | Artificial Intelligence and Law                                     | LW213       | LAW691     | 3          | FT  |
|                                 |                              |   | Competition Law   |             | LAW508     | 3          | PT  |
|                                 |                              |   | Halal Related Law   |             | LAW509     | 3          | FT  |
|                                 |                              |   | Alternative Dispute Resolution                                      |             | LAW444     | 3          | FT  |
|                                 |                              |   | Intellectual Property Law I   |             | LAW536     | 3          | FT  |
|                                 |                              |   | Cyber Law   |             | LAW572     | 3          | FT  |
|                                 |                              |   | Environmental Law   |             | LAW573     | 3          | FT  |
|                                 |                              |   | Industrial Relations Law  |             | LAW564     | 3          | FT  |
| <b>JUMLAH KURSUS = 8 KURSUS</b> |                              |   |   |             |            |            |     |
| 3.                              | 24 Julai 2020<br>Bil 8/2020  | Fakulti Pengurusan Hotel & Pelancongan  | Professional Etiquette for Hoteliers                                | HM240       | HTH558     | 3          | FT  |
|                                 |                              |   | Hotel Design and Layout   | HM240       | HTH566     | 3          | FT  |
|                                 |                              |   | Hospitality Strategic Management                                    | HM241       | HTH668     | 3          | PT  |
|                                 |                              |   | Tourism Product and Innovation                                      | HM241       | HTT576     | 3          | PT  |
|                                 |                              |   | Culinary Taste and Experience                                       | HM245       | HTC583     | 3          | PT  |
| <b>JUMLAH KURSUS = 5 KURSUS</b> |                              |   |   |             |            |            |     |
| 4.                              | 28 Julai 2020<br>Bil 03/2020 | Kolej Pengkomputeran Maklumat Dan Media | Game Design and Development   | CS230       | CSC683     | 3          | FT  |
|                                 |                              |   | Mobile Technology and Development                                   | CS240       | ICT602     | 3          | FT  |
|                                 |                              |   | Computer Graphics   | CS253       | CSC658     | 3          | FT  |
|                                 |                              |   | Database Management System  | CS240       | ICT501     | 3          | PT  |
|                                 |                              |   | Critical and Creative Thinking for Information Technology Solutions | CS240       | ICT500     | 3          | PT  |
|                                 |                              |   | Network Design and Management                                       | CS255       | ITT550     | 3          | PT  |
|                                 |                              |   | Wireless and Mobile Computing                                       | CS245       | ITT575     | 3          | FT  |
|                                 |                              |   | Introduction to Information Technology Infrastructure               | CS240       | ICT554     | 3          | PT  |
|                                 |                              |   | ICT In Industries   | CS240       | ICT606     | 3          | FT  |



| BIL                              | TARIKH JAF                   | FAKULTI | KURSUS   | KOD PROGRAM  | KOD KURSUS | JAM KREDIT | MOD |
|----------------------------------|------------------------------|---------|--|--------------|------------|------------|-----|
|                                  |                              |         | Introduction to Interactive Multimedia   | CS230/ CS255 | CSC413     | 3          | PT  |
|                                  |                              |         | Computer Essential and Applications  | AS257        | CSC434     | 3          | FT  |
|                                  |                              |         | Multimedia Technology & Applications   | CS246        | CSC441     | 3          | FT  |
|                                  |                              |         | Image Processing   | CS253        | CSC566     | 3          | FT  |
|                                  |                              |         | Virtual Reality  | CS253        | CSC573     | 3          | FT  |
|                                  |                              |         | Artificial Intelligence Algorithms   | CS230        | CSC583     | 3          | PT  |
|                                  |                              |         | E-Commerce Technology  | CS240        | ICT552     | 3          | PT  |
|                                  |                              |         | Foundation of Information Management   | IM246        | IMC402     | 3          | FT  |
|                                  |                              |         | Legal and Ethical Aspects of Information Systems   | IM246        | IMS657     | 3          | PT  |
|                                  |                              |         | Information of Professional Work   | IM246        | IML654     | 2          | PT  |
|                                  |                              |         | Information Sources and Services in Social Sciences  | IM244        | IML503     | 3          | PT  |
|                                  |                              |         | Computerized Textual Information Management  | IM244        | IML554     | 3          | PT  |
|                                  |                              |         | Basic Web Design and Content Management  | IM246        | IMS456     | 3          | PT  |
|                                  |                              |         | Information Systems Project Management   | IM245        | IMS654     | 2          | PT  |
|                                  |                              |         | Organization of Information  | IM245        | IMC451     | 3          | PT  |
|                                  |                              |         | Management of Information Systems Department   | IM245        | IMS656     | 2          | PT  |
| <b>JUMLAH KURSUS = 25 KURSUS</b> |                              |         |  |              |            |            |     |
| 5.                               | Kolej Pengajian Seni Kreatif |         | Major Ins trument 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  |
|                                  |                              |         | <ul style="list-style-type: none"> <li>• Big Band</li> <li>• Choir</li> <li>• Traditional Malay Orchestra</li> </ul> |              |            |            |     |
|                                  |                              |         | 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 Post Production Management   | CAFF237      | FMP541     | 3          | FT  |
|                                  |                              |         | Script Analysis  | CAFF232      | FWS533     | 4          | FT  |



| BIL                              | TARIKH JAF   | FAKULTI              | KURSUS                                      | KOD PROGRAM                         | KOD KURSUS | JAM KREDIT | MOD |
|----------------------------------|--------------|----------------------|---|-------------------------------------|------------|------------|-----|
|                                  |              |                      | Acting II                                   | CAFF234                             | FTP531     | 3          | 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  |
|                                  |              |                      | Screenplay                                  | CAFF232                             | FWS543     | 4          | 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  |
|                                  |              |                      | Writing and Storytelling for Animation      | CAFF232                             | FWS541     | 4          | FT  |
|                                  |              |                      | Documentary Script                          | CAFF232                             | FWS533     | 4          | FT  |
|                                  |              |                      | Script Analysis                             | CAFF230                             | FFD421     | 3          | FT  |
|                                  |              |                      | Production Design                           | CAFF230/ CAFF231                    | FDC531     | 3          | FT  |
|                                  |              |                      | Digital Post Production                     | CAFF232/233/236/237                 | FDC413     | 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                             | FES408     | 3          | PT  |
|                                  |              |                      | Textile Embellishment                       | CAAD246                             | ADE412     | 3          | PT  |
|                                  |              |                      | Typography for Publishing                   | CAAD246                             | ADE412     | 3          | PT  |
|                                  |              |                      | Digital Photography Theories and Techniques | CAAD247                             | CPM401     | 4          | PT  |
|                                  |              |                      | Basic Printing Processes                    | CAAD230                             | ADE401     | 3          | PT  |
|                                  |              |                      | Tabletop Game Design                        | CAAD233                             | ADE551     | 2          | FT  |
|                                  |              |                      | Drawing                                     | CAAD241/CAAD246                     | FND460     | 3          | PT  |
|                                  |              |                      | Fundamental Painting                        | CAAD228                             | FET432     | 2          | FT  |
| <b>JUMLAH KURSUS = 46 KURSUS</b> |              |                      |   |                                     |            |            |     |
| 6.                               | 13 Ogos 2020 | Fakulti Sains Gunaan | Environmental Pollution                     | AS245                               | CMT581     | 3          | PT  |
|                                  |              |                      | Environmental Impact Assessment             | AS229                               | EVT575     | 3          | PT  |
|                                  |              |                      | Environmental Science                       | AS229                               | EVT427     | 3          | PT  |
|                                  |              |                      | Occupational Safety and Health              | AS243/AS240/AS229/AS222/AS203/AS201 | FSG471     | 3          | PT  |



| BIL   | TARIKH JAF | FAKULTI            | KURSUS   | KOD PROGRAM              | KOD KURSUS | JAM KREDIT | MOD |
|---|------------|--------------------|--|--------------------------|------------|------------|-----|
| Jaf 129,<br>Bil 10/2020                         |            |                    | Quality in Analytical Measurement                | AS253                    | CHM561     | 3          | FT  |
|   |            |                    | Technical Textiles (October only)                | AS291/AS290/AS250/       | TXL588     | 3          | PT  |
|   |            |                    | Fashion Marketing (October only)                 | AS291/AS290/AS250        | TXL642     | 3          | PT  |
|   |            |                    | Fashion Retailing (March only)                   | AS291/AS290/AS250        | TXL672     | 3          | PT  |
|   |            |                    | Plastic Processing Technology                    | AS243                    | PST566     | 3          | PT  |
|   |            |                    | Sustainable Polymer Technology                   | AS243                    | PST675     | 3          | PT  |
|   |            |                    | Food Processing Technology                       | AS246                    | FST548     | 3          | PT  |
|   |            |                    | Food Safety and Toxicology                       | AS246                    | FST652     | 3          | PT  |
|   |            |                    | Concept and Management of Halal Foods            | AS246                    | FST645     | 3          | PT  |
|   |            |                    | Instrumentation and Measurement Techniques       | AS203                    | PHY450     | 3          | PT  |
|   |            |                    | Digital Integrated Circuit Design                | TBC                      | PHY610     | 3          | FT  |
|   |            |                    | Computational Physics                            | AS203                    | PHY588     | 3          | PT  |
|   |            |                    | Semiconductor Process Technology                 | TBC                      | PHY585     | 3          | FT  |
|   |            |                    | Astrophysics                                     | AS203                    | PHY575     | 3          | PT  |
|   |            |                    | CAD/CAM for Technology                           | AS240                    | MST655     | 3          | PT  |
|   |            |                    | Polymeric Materials                              | AS240                    | MST513     | 3          | PT  |
|   |            |                    | Ecosystem and Conservation                       | AS201                    | BIO652     | 3          | PT  |
|   |            |                    | 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)               | AS250/AS291/AS290/AS240/ | TXL582     | 3          | PT  |
| <b>JUMLAH KURSUS = 25 KURSUS</b>                |            |                    |  |                          |            |            |     |
| 7.<br><br>Bil 4/2020<br><br>2 September<br>2020 |            | Fakulti Pendidikan | Appreciating Poetry                              | ED241                    | TSL425     | 3          | FT  |
|   |            |                    | Creative Writing                                 | ED241                    | TSL620     | 3          | PT  |
|   |            |                    | 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          | PT  |
|   |            |                    | Introduction to Research Methodology             | ED220                    | EDU540     | 3          | PT  |
| <b>JUMLAH KURSUS = 12 KURSUS</b>                |            |                    |  |                          |            |            |     |



| BIL                              | TARIKH JAF                     | FAKULTI                                      | KURSUS                        | KOD PROGRAM | KOD KURSUS | JAM KREDIT | MOD |
|----------------------------------|--------------------------------|--|-------------------------------|-------------|------------|------------|-----|
| 8.                               | Bil 5/2020<br>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          | FT  |
|                                  |                                |  | Southeast Asia Studies        | AM228       | ADS560     | 3          | FT  |
|                                  |                                |  | Local Government              | AM226       | ADS505     | 3          | FT  |
| <b>JUMLAH KURSUS = 12 KURSUS</b> |                                |  |                               |             |            |            |     |



# **PENGGUNAAN 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**

**LOGIN**

**HOW TO  
LOGIN  
UFUTURE**

**STUDENTS LOGIN :  
USERNAME & PASSWORD**



# CARA MEMOHON SIJIL ANNEX

The screenshot shows the iCEPS website with five steps outlined:

- Langkah 1:** The browser address bar shows [iceps.uitm.edu.my](https://iceps.uitm.edu.my).
- Langkah 2:** The "PROGRAMS" dropdown menu is open, with the "Annexe Certificate" option highlighted.
- Langkah 3:** The "Annexe Certificate" page is displayed, showing options for "Annexe Certificate Learning Kit" and "Apply Now".
- Langkah 4:** The "Apply Now" button is circled.
- Langkah 5:** A QR code for "Semakan Permohonan" is shown.

**Website Header:**

- iCEPS - Institute of Continuing Education & Professional Studies
- HOME MYICEPS PROGRAMS ADMISSION DOWNLOAD CORPORATE DIRECTORY

**Page Content:**

- SEMAKAN KEPUTUSAN PROGRAM SEPARUH MASA**
- TAHNIAH!** Kepada Yang Berjaya Mendapat Tawaran
- Semakan Mulai: **10 FEBRUARI 2023**
- Selepas Jam 5 Petang
- \*Keputusan dikeluarkan secara berperingkat
- Annexe Certificate Learning Kit
- Annexe Certificate
- Apprentice Certificate
- Apply Now

**Footer:**

- INTERNATIONAL <https://iis-iceps.uitm.edu.my/register>
- STUDENTS
- STAFF
- ALUMNI

# **HUBUNGI KAMI BAHAGIAN JABATAN PEMBANGUNAN DAN PENGURUSAN AKADEMIK & PENGAMBILAN PELAJAR**



**Assistant Registrar  
Curriculum Affairs & Academic  
Collaborations**



**Nur Izzati Syuhadah Binti Abdullah**  
Office Number: 03-5544 8225  
Email: izzatisyuhadah@uitm.edu.my



**Executive Officer  
Student Admission**

**Nadzirah Binti Misran**  
Office Number: 03-5544 8176  
Handphone: 011-1516 7522  
Email: nadzirahmisran@uitm.edu.my  
Fax: 03-5544 8299



**Executive Officer  
Curriculum Affairs & Academic  
Collaborations**



**Nik Mohammad Aizat Bin Fakri**  
Office Number: 03-5544 8234  
Email: nikaizat@uitm.edu.my



**Clerk  
Student Admission**

**Mohd Aizat Bin Jamil**  
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Email: aizat933@uitm.edu.my  
Fax: 03-5544 8299



**Clerk  
Curriculum Affairs & Academic  
Collaborations**



**Nor Haslinda Binti Saimin**  
Office Number: 03-5544 8213  
Email: haslindasaimin@uitm.edu.my



**Sebarang Pertanyaan Dan Maklumat  
Lanjut Emailkan Kepada Kami :**



jppaiceps@uitm.edu.my



**Clerk  
Curriculum Affairs & Academic  
Collaborations**



**Norhanisah Binti Sadiman**  
Office Number: 03-5544 8399  
Email: hanisahsadiman@uitm.edu.my



# 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. Kemudiankan subjek-subjek yang anda rasa agak senang untuk skor.

## LAPANGKAN FIKIRAN



## BUAT NOTA



## ULANGKAJI PELAJARAN



## KUMPULAN BELAJAR



## 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.

