

# FACULTY OF INFORMATION MANAGEMENT



## Faculty of Information Management, UiTM,

Faculty of Information Management, UiTM, takes pride in being the pioneer in providing professional education to fulfill manpower need of the country in three very important fields, namely Information Management, Library Management and Records Management. Our academic programmes supplemented by industry attachments, equip graduates with knowledge and skills to take on the challenging demands of managing information in various forms and in various types of organizations. Our graduates become the main driving force for the development of a knowledge-based society, transforming Malaysia into a developed nation, ensuring that the country's rich reservoirs of knowledge are systematically organized, maintained and enhanced for optimum value. To achieve this aim, the programmes consist of the blended components from four main areas: Information Technologies, Professional and Technical Aspects of Information and Records Management, Public Relations and Users' Needs and Services.



Bachelor of Information Science (Hons)

## Library Management

IM 244

This programme focuses on work related to library management and information organization in libraries and information centers. The program provides and trains people with skills and competencies in management, ICT, information literacy, information storage and processing and retrieval (manuals and computerized techniques), through a variety of teaching modes and assessment throughout the duration of the programme. Students will be prepared with soft skills to train them to communicate effectively, to conduct smart presentations, and to apply the component of the application of business knowledge in library management. A variety of teaching modes and assessments are applied throughout the duration of the programme. Theoretical knowledge is strengthened with a one semester industrial attachment in various libraries throughout the country.

Bachelor of Information Science (Hons)

## Information Systems Management

IM 245

This programme recognises information as a strategic resource. It is designed to educate and train students with knowledge and skills in managing information. It involves analysing, designing, developing, and managing various types of information systems for identifying, acquiring, organizing, storing, and retrieving as well as disseminating information for users' strategic and competitive purposes. Students will be prepared with soft skills to train them to communicate effectively, to conduct smart presentations, and to apply the component of the application of business knowledge in information systems management. Theoretical knowledge is strengthened with a one semester industrial attachment in various agencies throughout the country.

Bachelor of Information Science (Hons)

## Records Management

IM 246

This programme covers the many facets of managing records and archives in organization. Students are exposed with principles and techniques of managing active and inactive records and archival materials. Students are also prepared for preservation of archival materials and archival management of electronic records. This program also emphasizes on the usage and application of information technology in building records system. The program also focused on the management of the different categories of records such as management of legal, medical, engineering, business, manuscript, Islamic information, architectural and audiovisual records. This programme offers the opportunity to study in depth specific topics relating to records and archival management through the subject of independent study. Theoretical knowledge is strengthened with a one semester industrial attachment in various agencies throughout the country.

Bachelor of Information Science (Hons)

## Resource Centre Management

IM 247

This programme focuses on the management of resource centers and school libraries. The programme encompasses management and organization of information resources for resource centers, with the application of ICT and education components as its core areas of specialization. Exposure to hands-on resource center work are provided through the many facilities available such as the cataloging laboratory, the computerized cataloging laboratory, the experimental library, the reference laboratory and the modern university branch library. Students will be prepared with soft skills to train them to communicate effectively, to conduct smart presentations, and to apply the component of the application of business knowledge in resource center management. Theoretical knowledge is strengthened with a one semester industrial attachment in various resource centers throughout the country.



CONTACT INFORMATION :

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## ENTRY REQUIREMENT

### UNIVERSITY ENTRY REQUIREMENT

- ▶ Pass SPM or equivalent.
- ▶ Credit in Bahasa Malaysia at SPM Level / equivalent.
- ▶ Pass in STPM with at least a Grade C (2.00) in General Studies and minimum of CGPA 2.00.
- ▶ Pass KPM matriculation / UM Science Foundation Programme with a minimum of CGPA 2.00.
- ▶ Pass Diploma from other Higher Learning Institutions recognized by the Government of Malaysia.
- ▶ Malaysia University English Test (MUET) Band 2.

## MODE DURATION

**FULL TIME : 2 - 3<sup>1/2</sup> years**  
**PART TIME : 4 - 5 years**

## PROGRAMME ENTRY REQUIREMENT

### — DIPLOMA GRADUATES FROM UITM

Diploma from UiTM with a minimum of CGPA 2.30 or 2.00 CGPA with one year working experience.

### — DIPLOMA GRADUATES FROM OTHER HIGHER LEARNING INSTITUTIONS RECOGNIZED BY THE GOVERNMENT OF MALAYSIA.

Diploma from other HLIs with a minimum of CGPA 3.00 and Pass SPM / equivalent with at least five (5) Credits including English and Bahasa Melayu and pass in Mathematics / Additional Mathematics.

or  
Minimum CGPA 2.75 with 2 years working experience and Pass SPM / equivalent with at least five (5) Credits including English and Bahasa Melayu and pass in Mathematics / Additional Mathematics.

### — GRADUATES FROM UITM FOUNDATION / UM SCIENCE FOUNDATION PROGRAMME / KPM MATRICULATION

Minimum of CGPA 2.30 with at least a Grade C (2.00) in three (3) subjects and pass SPM / equivalent with credits in English and Bahasa Melayu and pass in Mathematics / Additional Mathematics.

### — STPM GRADUATE / EQUIVALENT

Minimum of CGPA 2.30 with at least a Grade C (2.00) in three(3) subjects including General Studies and pass SPM / equivalent with credits in English and Bahasa Melayu and pass in Mathematics / Additional Mathematics.