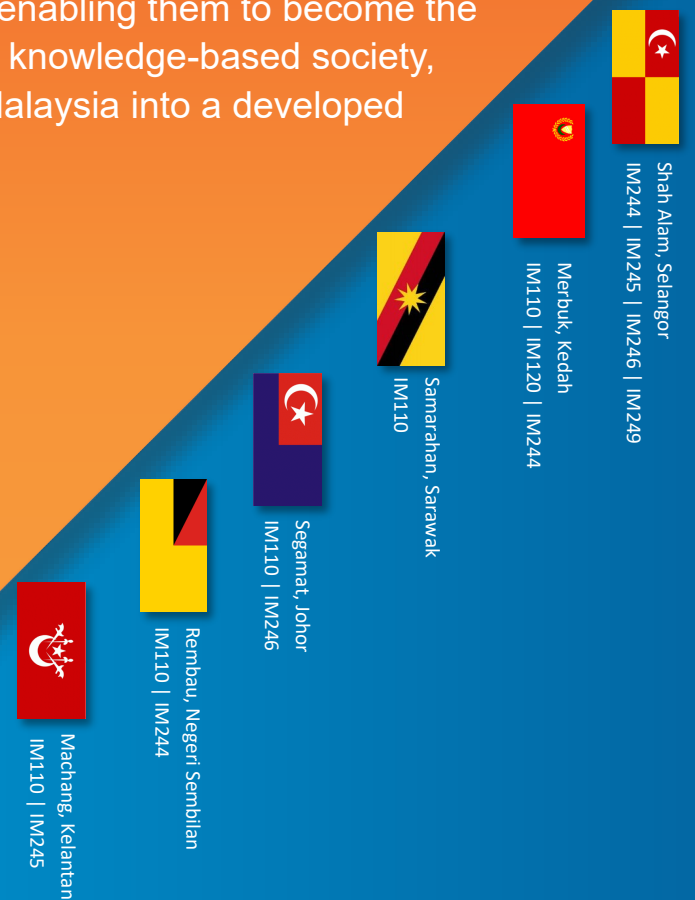# INTRODUCTION

Faculty of Information Management, UiTM, takes pride in being the pioneer in providing professional education to fulfill the country's workforce need in four important fields namely: Library Management, Records Management, Information System Management and Information Content Management. Our academic programs, 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.
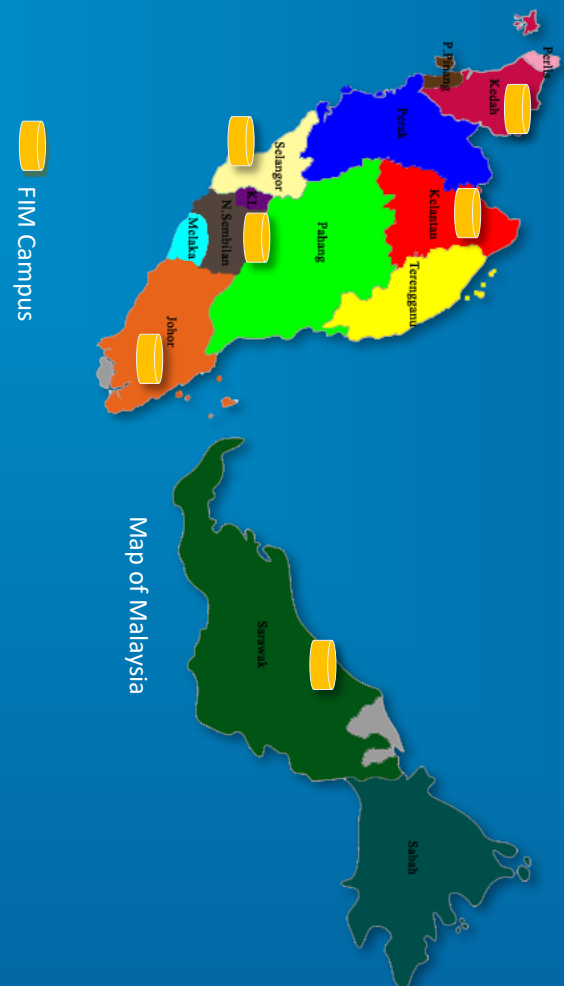
PHILOSOPHY

The faculty believes in educating information professionals, enabling them to become the catalyst for the knowledge-based society, transforming Malaysia into a developed country.

Campuses

Shah Alam, Selangor
IM244 | IM245 | IM246 | IM249

Merbuk, Kedah
IM110 | IM120 | IM244

Samarahan, Sarawak
IM110

Segamat, Johor
IM110 | IM246

Rembau, Negeri Sembilan
IM110 | IM244

Machang, Kelantan
IM110 | IM245

Faculty of Information Management Campuses in Malaysia

FIM Campus

Map of Malaysia

UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

UNDERGRADUATE PROGRAMMES

http://fim.uitm.edu.my/en/

Faculty of Information Management
UiTM Kampus Puncak Perdana,
No. 1, Jalan Pulau Angsa AU10/A,
Section U10, Shah Alam Selangor 40150 MALAYSIA

+603-79622000/2127/2020/2023 (Tel)
+603-79622007 (Fax)

V2/2019

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http://fim.uitm.edu.my/en/

Further information, please contact:

Head, Center of Studies Library Management
Tel: 03-79622014

Head, Center of Studies Information Systems Management
Tel: 03-79622137

Head, Center of Studies Records Management
Tel: 03-79622231

Head, Center of Studies Content Management
Tel: 03-79622021

Faculty of Information Management
UiTM Kampus Puncak Perdana,
No. 1, Jalan Pulau Angsa AU10/A,
Section U10, Shah Alam Selangor
40150 MALAYSIA
+603-79622000/2127/2020/2023 (Tel)
+603-79622007 (Fax)

PROGRAMMES

1 Bachelor of Information Science (Hons) Library Management (IM244)

List of Courses

- Organization of Information: Descriptive Cataloging
- Computerized Textual Information Management
- Organization of Information: Subject Cataloging and Classification
- Public Relations in Information Works
- Organization of Information: Abstracting and Indexing
- Publication and Production of Information Materials
- Children Librarianship
- Planning and Design of Libraries and Information Centers
- Digital Libraries
- Organization of Information: Computerized Cataloging
- Library and Information Center Management
- Organization of Information
- Library Skills
- Reference and Information Services
- Foundation of Information Management

Job Prospects

Cataloger · Library Service Consultant · Indexer · Metadata Analyst · Digital Librarian · Librarian · Manager of Information Services · Library Officer · Abstractor · Knowledge Specialist

2 Bachelor of Information Science (Hons) Information Systems Management (IM245)

List of Courses

- Support Service and Maintenance for Information Systems
- Basic Web Design and Content Management
- Multimedia for Information Professionals
- Information Analysis for Decision Making, Algorithm and Data Structures
- Database Application for Information Management
- Information Systems Management
- Decision Theory
- Information Systems Interaction and Consultation
- Systems Analysis for Information Management
- Advanced Web Design and Content Management
- Information Technology Project Management
- Management of Information Systems Department
- Legal and Ethical Aspects of Information Systems

Job Prospects

Information Consultant · Information Systems Executive · Information Specialist · IT Librarian · Information Manager · Automation Officer · Director of Information Center

3 Bachelor of Information Science (Hons) Records Management (IM246)

List of Courses

- Management of Records in Organizations
- Management of Records Repository.
- Administration of Archives
- Classification and Filing Systems
- Planning and Design of Records and Archival Repository
- Oral Documentation
- Preservation of Archival Materials
- Archival Arrangement and Description
- Development of Electronic Records System
- Appraisal and Disposal of Records
- Digitization of Records and Archives
- Electronic Recordkeeping
- Management of Business Records
- Management of Legal Records
- Management of Medical Records
- Management of Audio Visual Records and Archives
- Management of Manuscripts and Personal Papers

Job Prospects

Archivist · Risk Manager · Medical Records Officer · Records Manager · Record Consultant · Strategic Development Officer · Records Administrator · Document Controller

4 Bachelor of Information Science (Hons) Information Content Management (IM249)

List of Courses

- Information Entreprenuer
- Web Design and Content Management
- Information Architecture
- Multimedia for Information Professionals
- Electronic Publishing for Information Professionals
- Object Oriented Programming
- Database Application for Content Management
- Digital Asset and Media Management
- Web Archiving
- Web Authoring for Content Management
- Data Exchange and Metadata Management
- Research Methods in Information Works
- Mobile Application and Content Development
- E-commerce
- Web Content Search and Retrieval
- Information Security Management

Job Prospects

Information Content Manager · Web Archivist · Digital Content Specialist · Digital Marketing Specialist · Web Content Manager · Mobile Applications Developer

University Entry Requirements

- 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 Goverment of Malaysia.
- Malaysia University English Test (MUET) Band 2.

Programme Entry Requirements

- ### 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 Goverment 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.

Mode and Duration

Full Time
2 - 3½ years

Part Time
4 - 5 years