



KOLEJ UNIVERSITI ISLAM MALAYSIA

جامعة العلوم الإسلامية بماليزيا

ISLAMIC UNIVERSITY COLLEGE OF MALAYSIA

Undergraduate GuideBook 2002-2003

**FACULTY OF
ECONOMICS
AND MUAMALAT**



KOLEJ UNIVERSITI ISLAM MALAYSIA

جامعة العلوم الإسلامية بماليزيا

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**UNDERGRADUATE GUIDEBOOK
FACULTY OF ECONOMICS AND MUAMALAT**





Kolej Universiti Islam Malaysia (KUIM)

MOTTO

Knowledgeable, Disciplined and Godly

PHILOSOPHY

The integration of Naqli knowledge and Akli together with character of good deed will be the main platform to mould an excellent generation and knowledgeable society.

VISION

Creating academic excellence and an ummah able to contribute not only towards human progress and nation building but also to the advancement of the world.

MISSION

Aims to be a leading centre of Islamic studies that utilises advanced approaches in the era of ICT to explore issues for the well-being and harmony of the society and Islam

OBJECTIVES

To cultivate and uphold the Islamic principles, civilisation and culture into the mainstream of the national education.

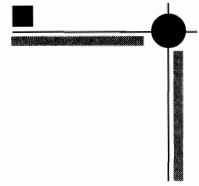
To enable students to establish an integration between Islamic theories and practice.

To produce brilliant Muslim leaders who are highly competent to lead and govern the nation in a global society and environment.

To explore the various Islamic principles and disciplines consistent with the modern environment and technologies.

To develop a new generation of Muslim who are highly ethical, socially responsible, dynamic, and technically and morally competent to take up the challenges of the information age.

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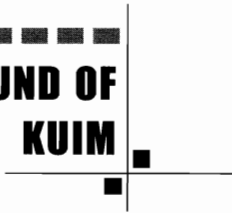
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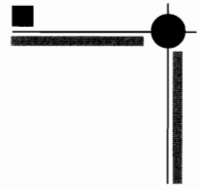
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BACKGROUND OF KUIM





1. ADMINISTRATION OF KUIM

BOARD OF DIRECTORS

Chairman

Y. Bhg. Tan Sri Dr. Mohamad Yusof Noor
PSM, SPMT, DSSA, JMN, PPT, M.A. (al-Azhar), Dip. Pend. (°Ain Shams),
Ph.D (Cairo)

Members

Y. Bhg. Prof. Dato' Dr. Abdul Shukor Hj. Husin
DIMP, JSM, al-'Aliya, M.A, Ph.D (al-Azhar),
Dip. Pend. ('Ain Shams)

Y.Bhg. Dato' Dr. Abdul Rahman Idris
Ph.D (Uni.Manchester,UK)

Y. Bhg. Dato' Mohd. Zawawi Salleh
DSSA, L.L.B (Hons) Malaya, L.L.M (Bristol)

Y. Bhg. Dato' Ahmad Tajudin Abdul Rahman
DSDK, B.Ec. (Malaya)

Y. Bhg. Dato' Syed Amin Al-Jeffri
DSSA, BKM, AMN, PJK, B.Ec. (Malaya), Chartered Acc.

Encik Izhar Sulaiman
Advanced Dip. In Marketing (US), Dip.In Marketing (Japan)

Puan Nozirah binti Bahari
B.A.(USM)

Y. Bhg.Dr.Mohd Taib Hashim
Ph.D.(UK Malaysia)M.Sc.(Bradford U.K.)B.Ec(Hons)(Mal)

Secretary

Y. Bhg. Prof. Dato' Dr. Abdullah Muhammad Zin
DPMT, al-°Aliya (Madinah), al-°Aliya, M.A. (al-Azhar),
Dip. Pend. (°Ain Shams), Ph.D(Kent).



MANAGEMENT OF KUIM

Rector

Y. Bhg. Prof. Dato' Dr. Abdul Shukor Hj. Husin
DIMP, JSM, al-^cAliya, M.A, Ph.D (al-Azhar),
Dip. Pend. (^cAin Shams)

Deputy Rector (Academic & Research)

Y. Bhg. Prof. Dato' Dr. Abdullah Muhammad Zin
DPMT, al-^cAliya (Madinah), al-^cAliya, M.A. (al-Azhar),
Dip. Pend. (^cAin Shams), Ph.D(Kent).

Deputy Rector (Student Affairs & Development)

Y. Bhg. Prof. Dr. Mohammad Haji Alias
KMN, ANS, B.Econ (Hons), M.Econ (Monash),
Ph. D (Southampton)

Registrar

Encik. Addenan Hj. Abd. Rahman
PJK,B.A. Hons (Malaya), MPA(Iowa State).

Bursar

Puan Rohani Abu
B.Ec. (Malaya), M.Ec. (Ohio), MAIA (Ohio)

Chief Librarian

Encik Jasmin Jaimon
B.Sc Hons (UKM), Post Grad. Dip. Lib.Sc (UiTM),
Dip. Sys. Analysis (UiTM)

DEAN/DIRECTOR

Dean Faculty Of Economics And Muamalat

Prof. Dr. Muhamad Muda

DIB (ITM), ABMP (AIM, Manila), BBA (Ohio), MBA (Cincinnati), Ph.D (Manchester)

Dean Faculty Of Dakwah And Islamic Management

Prof. Dr. Mohamed Asin Dollah

BA (UK Malaysia), M. Litt. (Glasgow), Ph.D (Birmingham)

Dean (Acting) Faculty Of Syariah And Judiciary

Tuan Sheikh Salim Sheikh Salleh

Barrister-At-Law (Lincoln's Inn) London, L.L.M (SMU) Texas, USA, Fellow United Nation Asian Institute of Development (Bangkok) Thailand, Advocate and Solicitor Malaya

Dean (Acting) Faculty Of Quranic And Sunnah Studies

Tuan Hj. Mohd Alwi Yusoff

Dip. Pend. (Kolej Islam Malaya), M.A (Al-Azhar), Dip. Pend. Khas ('Ain Shams), Senior Management Certificate (Manchester)

Director Of Information Technology Unit

Encik Idris Bin Takyen

Sm Sn.Kep. (UK Malaysia)

Director Of Development Unit

Ir. Daim Bin Saian

B.Eng (Malaya), MIEM, P. Eng.



Deputy Registrar

Encik Muhammad Haizuan Rozali
Deputy Registrar
Student Affairs Division
Sm.Sa,S.sa (UK Malaysia)

Encik Arshad Hamzah
Deputy Registrar
Academic Division
B. Econ (UK Malaysia)

Assistant Registrars

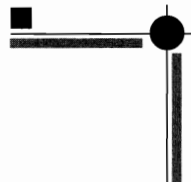
Encik Hammad Farhi Mohd Saudi
Assistant Registrar
Dept. Of Chancellery
B.A. Hons (IIUM)

Cik Wan Fariza Alyati Wan Zakaria
Assistant Registrar
Human Resource Division
Sm P.I (UK Malaysia)

Puan Wan Fauriah Wan Samad
Assistant Registrar
Human Resource Division
Sm P.I (UK Malaysia)

Puan Salmah Mohamad
Assistant Registrar
Human Resource Division
Sm. Ekonomi (UK Malaysia)

Encik Md. Ishah Rahman
Assistant Registrar
Transport And Security Division
B.Sc. Hons (Malaya)



Puan Marina Yusop
Assistant Registrar
General Administration
B.A. Hons (Malaya)

Encik Mohd Asri Husain
Assistant Registrar
Faculty Administration Division (FSK&FQS)
Sm. Sa, S.sa Komunikasi (UK Malaysia)

Cik Dini Farhana Baharudin
Assistant Registrar
Faculty Administration Division (FDPI&FEM)
LLB (Hons) (UK Malaysia)

Puan Monaliza Laudang
Assistant Registrar
Academic Division
Sm Ekonomi (UK Malaysia)

Cik Nur Adlina Hj. Addenan
Assistant Registrar
Academic Division (Senate & Degree Conferment)
Sm. Pent.Perniagaan(UK Malaysia)

Encik Mazlan Nawang
Assistant Registrar
Student Affairs Division
B. A. Agriculture (UPM)

Encik Ahmad Kamal Mustafa
Assistant Registrar
Development Unit
B.Ec.Hons (UUM)

Encik Mohammad Tahir Zainuddin
Public Relation Officer
Sm. Ekonomi Kep. (UK Malaysia)

Academic Staff

Tuan Sheikh Salim Sheikh Salleh
L.A.B (London), L.L.M (SMU Texas),
Fellow Perancangan Bandar U.N.E.S Co. Thailand.
Tuan Hj. Mohd Alwi Yusoff
M.A. (Al-Azhar), Dip. Pend. (Ain Shams)

Prof. Dr. Mohamed Asin Dollah
B.A. (Hons) (UK Malaysia), M.A. (Scotland), Ph.D (Birmingham)

Prof. Dr. Muhamad Muda
DIB (UiTM, Shah Alam), BBA (Ohio), MBA (Ohio), Ph.D (Manchester),
Certificate in Advanced Bank Management (Manila)

Dr. Muhammad Yusuf Khalid
al- °Aliya (Madinah), M.A. (UIA Malaysia), Ph.D (UK Malaysia)

Dr. Syamsul Bahri Andi Galigo
B.A. (IAIN), al- °Aliya (al-Azhar), M.A. (Cairo), Ph.D (UK Malaysia)

Dr. Adel M. Abdulaziz
B.A. (Sebha), al- °Aliya (Al-Fath), S.P.I, Ph.D (UK Malaysia)

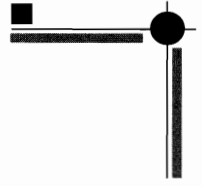
Dr. Badrul Munir Muhamad Nur
al- °Aliya (King Saud), M.A., Ph.D (UK Malaysia)

Dr. Afaf Abdul Ghafoor Hameed
al- °Aliya (Baghdad), M.A. (Umm Al-Qura), Ph.D (UK Malaysia)

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Tuan Sheikh Khalid Sheikh Ibrahim
B. Econs (Malaya), M.A. (International Affairs) (Ohio), M.A. (Economics)
(Ohio)



Encik Ahmed Kamel Mohamed
al- °Aliya (Al-Azhar), S.PI (UK Malaysia)

Encik Mohd Radhi Ibrahim
al- °Aliya (Al-Azhar), M.A. (Malaya)

Encik Md. Yunus Abd Aziz
B.A Hons (Malaya), al- °Aliya (Al al-Bayt)

Encik Mohd. Fauzi Mohd. Amin
al- °Aliya (Al-Azhar). M.A. (Jordan)

Puan Syahirah Dato' Abdul Shukor
LLB (Hons), MCL (UIA Malaysia)

Encik Ismail Abdullah
B.A. (Hons) (UK Malaysia), M.A. (Salford), Dip. Pend. (Kolej Islam Malaya)

Puan Asma Abdul Rahman
B.A. (Hons) (UIA Malaysia), S.PI (UK Malaysia)

Puan Hazleena Baharun
B. Ed. (TESL) (Hons) (UPM), MHSc (ESL) (UIA Malaysia)


Puan Tun Nur Afizah Zainal Ariff
B.E. (UPM) M.A.(UK Malaysia)

Encik Iehsan Mousa Hassen
B.A.(Baghdad Uni) M.A. (Jordan)

Encik Khairul Anuar Mohamad
B.A. (Islamic Uni.Madinah) M.A. (Islamic Uni.Madinah)

Encik Syed Ahmad Tarmizi Syed Omar
B.A. (Al Azhar) M.A. (UK Malaysia)

Cik Fara Madehah Ahmad Farid
B.A. (Syracuse) M.A. (UIAM)



Puan Zurina Kefeli@Zulkefli
B.A. (UK Malaysia) M.A. (UK Malaysia)

Puan Dina Imam Supaat
B.A. (UK Malaysia) M.A. (UK Malaysia)

Cik Abidah Abdul Ghafar
B.A. (UIAM) M.A. (UK Malaysia)

Puan Norhayati Rafida Abdul Rahim
B.A. (UITM) M.A. (UPM)

Puan Selvarani A/p P.Kouil Pillai
B.A. (USM) M.A. (UPM)

Puan Nabilah Yusof @ Abd Rahman
al- °Aliya (Mu'tah)

Cik Radziah Ismail
al- °Aliya (Al al-Bayt)

Cik Nor Abdul Rahman
al- °Aliya (Al-Azhar)

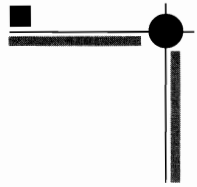
Encik Zainur Rijal Abdul Razak
al- °Aliya (Al-Azhar)

Encik Mushaddad Hasbullah
al- °Aliya (Madinah)

Encik Abdul Manan Ismail
al- °Aliya (Yarmouk)

Encik Wan Moharani Mohammad
Sm. P.I (UK Malaysia)

Encik Mohd Zohdi Mohd Amin
al- °Aliya (Al al-Bayt)



Cik Syaryanti Hussin
al- °Aliya (Al al-Bayt)

Encik Ab. Aziz Mohd
B.Ed. TESL (UPM), Sarjana Muda (Jakarta)

Encik Azman Ab Rahman
al- °Aliya (Al al-Bayt)

Cik Robiatul Adawiyah
al- °Aliya (Al al-Bayt)

Cik Nurzulaili Mohd Ghazali
al- °Aliya (Al al-Bayt)

Encik Mohd Azhar Ibrahim Resedi
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Encik Nidzamuddin Zakaria
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Puan Marjan Muhammad
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Encik Irwan Mohd Subri
al- °Aliya (Al -Azhar)

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Puan Rozlina Mohd Ramli
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Hj.Norakyairee Mohd Raus
B.A. (Al Azhar)



Encik Abdullah Jalil
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Cik Zurina Shafii
B.A. (UITM)

Encik Amir Shahrudin
B.A. (Al Azhar)

Cik Yasmin Hanani Mohd Safian
B.A. (Al Azhar)

Encik Muhammad Marwan Ismail
B.A. (Jordan)

Puan Suhaili A.Jalil
B.Ed TESL (Southampton,UK)

2. BACKGROUND

The setting up of Kolej Universiti Islam Malaysia (KUIM) was approved by the Cabinet on 11 June 1997 and later was gazetted on 12 March 1998. Its main aim is to improve the quality of Islamic education in the country

KUIM's first academic session commenced in the year 2000/2001. Currently there are four faculties:

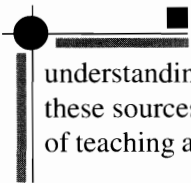
- Faculty of Syariah and Judiciary
- Faculty of Quranic and Sunnah Studies
- Faculty of Dakwah and Islamic Management
- Faculty of Economics and Muamalat

When KUIM began its operation in January 2000, it had used the facilities at Universiti Kebangsaan Malaysia, which is at Level 5 of the Faculty of Islamic Studies building. In April 2000, it shifted to its first temporary campus situated at the Professional Institute of Baitulmal (IPB), Lot 1363, Jalan Perkasa Off Jalan Kampung Pandan, 55100 Kuala Lumpur where the first intake of 255 students registered for the 2000/2001 academic session. For the following session, 2001/2002, KUIM had taken in 556 new students. The increase in student population had encouraged KUIM to upgrade the academic and accommodation facilities. Hence, KUIM had partially transferred its operations to the second temporary campus, which is situated at Menara A, Persiaran MPAJ, Jalan Pandan Indah, 55100 Kuala Lumpur. This campus was mainly for academic activities such as lectures and tutorials. Starting from 21 January 2002, KUIM's operations including management and administration was fully transferred to Menara A, Persiaran MPAJ Pandan Indah, Kuala Lumpur.

3. CONCEPT AND SCOPE OF STUDIES AT KUIM

The basic concept of KUIM is based on the integration of the knowledge of 'naqli' and 'akli' in all its programmes. This unique concept is vital in order to achieve its main objectives.

Apart from Bahasa Malaysia as its medium of instruction, great emphasis is also given to Arabic and English language in all the courses taught. Knowledge is acquired in many ways – via the original language in which the knowledge originated, traditional and modern approaches, the



understanding of Quran, Sunnah and classical scriptures. Priorities are given to these sources of knowledge which are integrated comprehensively in the process of teaching and learning.

KUIM programmes are focused on Islamic education fields. The maximum enrolment is restricted up to around 10,000 students only, in the expectations that KUIM will be successful in producing graduates with high calibre in their discipline and proficient in both English and Arabic.

4. OBJECTIVES

KUIM is the main channel for students from secondary Islamic schools throughout the country to further their studies at the tertiary level in Malaysia.

Its objectives are:

- i. To uphold the Islamic principles, education, civilization and culture into the main stream of the national education.
- ii. To enable students to establish an integration between Islamic theories and practices.
- iii. To produce knowledgeable Muslim intellectuals who are highly competent and possess high potentials to lead and govern the multicultural nation towards positive developments.
- iv. To explore the various Islamic principles and disciplines consistent with the modern environment and latest technologies.
- v. To develop a generation of Muslim work force who are highly ethical, socially responsible, dynamic, technically and morally competent to communicate and function effectively in the Malaysian society.

THE BACKGROUND OF FACULTY OF ECONOMICS AND MUAMALAT (FEM)

KUIM has established the Faculty of Economics and Muamalat for the 2002/2003 academic session in order to widen the scope of programmes. The first intake for the Bachelor of Muamalat Administrations (Hons) programme registered in May 2002. With the establishment, it is hoped that Faculty of Economics and Muamalat will be another channel to produce graduates who are knowledgeable, skillful and professional in the field of muamalat administration. Besides, it is also the aspiration of the University that the Faculty will uphold the principles of Islam by creating more opportunities for experts, intellectuals and scholars to research and investigate and eventually expand the knowledge of Islamic economy and muamalat.

The area of muamalat administration is one of the subjects that has been studied on in the Islamic world since the era of the Prophet Muhammad SAW. It provides Muslims with guidance in human relationships as well as organises the structure of Human Resource Management.

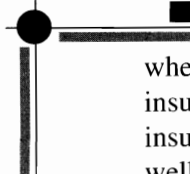
The success of a nation is normally measured in terms of its godly faith but also in its effort to live life well. Today's world requires the modern and progressive Muslim to be competent in 'tauhid' and 'syariah' as well as muamalat knowledge in order to be successful in life hereafter. Allah said:

“But seek, with the (wealth) which Allah has bestowed on thee, the Home of the Hereafter, nor forget thy portion in this world: but do thou good, as Allah has been good to thee, and seek not (occasions for) mischief in the land: for Allah loves not those who do mischief.” (Al-Qasas:77).

RATIONALE FOR THE ESTABLISHMENT OF THE FACULTY

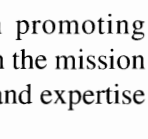
The establishment of the Faculty of Economics and Muamalat (FEM) is based on the following rationales:

- 1) The establishment of Islamic economics and muamalat administration studies via the combination of 'fiqh as-syariah' and 'fiqh mua'sir' which is based on the "ayat- ayat iktisad" in KUIM is important as it forms the foundation of the combination between 'naqli' and 'akli' knowledge which is practical in all aspects of human life, be it at individual, organisational, community or national levels.
- 2) There is a great need for Islamic economy and muamalat administration studies as well as for graduates who are expert in the principles of Islamic economics and muamalat administration. It would be difficult to achieve rapid economic advancement and development if the administration of the economy is not based on the Islamic principles. Growth in trade industry, financial and Islamic banking will be equally impossible without the professional Muslim workforce. KUIM, via the Faculty and its programmes is hoped to fulfil these aspiration.
- 3) The growth of Islamic public administration institutions which manage Muslims' assets have attracted vast amount of attention. The roles and development of such institutions like the 'zakat' collection centres (PPZ), Islamic economy institutions, Tabung Haji and Baitulmal are becoming more visible to the society. Such encouraging development should be expanded by establishing more efficient and effective institutions. This scenario is the effect of the awareness of the importance of effective, systematic and efficient administration of Muslims' assets. Therefore, such development in the society should be facilitated with trained professionals who are able to implement the principles of Islam in these institutions.
- 4) The Malaysian society's awareness on the significance of Islam as the way of life has also motivates the private assets management and financial institutions to adopt the Islamic economics and muamalat administrations to be incorporated in their services. This is proven by the success of Malaysian two banks which practice the Islamic muamalat in their operation. In fact, more conventional banks are now offering Islamic banking services. Similar scenario is observable in insurance institutions,



whereby there are two fully ‘takaful’ institutions while other conventional insurance companies are waiting for approval to launch their Islamic insurance services. Hence, it is evident that trained professionals who are well versed with Islamic economics and muamalat administration system are essential for this aspect of financial industry as well.

- 5) Recently, in the capital market, there is a significant existence of the Islamic securities that offer services for individuals beside of trade institutions. The trend of investing and saving in the form of securities is becoming more noticeable with the establishment of assets management organisations which offer such services. It is essential that Muslims are exposed to an appropriate investment and saving schemes which will rightfully really secure and expand their wealth for better future. The notorious get-rich-fast schemes have proven that it is very imperative that Muslims should be exposed to a more healthy investment to prevent them from being deceived by these unscrupulous investment agents due to lack of awareness or knowledge in this particular area. Consequently, the effort to educate the society with the right individual saving and investment practices as well as financial management skills is very much crucial to ensure a better living.
- 6) Due to the rapid development in all aspects of life for example in the trade relationship within continents or region, humanity and health aids, there is an urgent the need for a systematic administration which is professional and of high quality for positive impacts to the nation and the country. Furthermore, the economic structuring and delegation of resources should be built on the Islamic foundation which is impartial and according to needs. Research activities can be geared to investigate and understand the requirements of the Muslim community and the country.
- 7) More countries in this region, for instance, Philippines, Thailand and Myanmar have now realised that the Islamic way of managing the life is beneficial to them too. These countries are now starting to explore and implement the Islamic values in some parts of their government administration. This unintentional effect is due to the influence of Islamic countries in the Middle East and some Asian countries like Indonesia, Brunei Darussalam, Pakistan, and Bangladesh. This is obviously a very encouraging scenario and Malaysia has been regarded as the successful leader in developing a modern, progressive Islamic nation. Therefore, it is believed that KUIM and the Faculty would be able to play a very



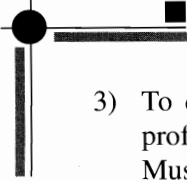
influential role as the pioneer in Islamic education in promoting advancement and positive development which is reflected in the mission and vision of KUIM as well as Malaysia's own experience and expertise in Islamic administration.

- 8) KUIM is confident with the Faculty and will ensure that it will not only consistently play its role effectively in the research activities, publication and community service, but also in producing graduates who able to become the stimulus in building the country through efficient administration, creativity, positive personality and professionalism which is based on the principles of Islamic economics and muamalat.
- 9) The Faculty is intended to explore the field of Islamic economics and muamalat administration via studies and research in these particular areas; (1) Takaful and Islamic Banking, (2) Corporate Management (3) Investment and Financial Services (4) Accounting, Auditing and Financial Report, (5) Islamic Economic and Development Institution, (6) Islamic Capital Market, (7) Public Assets Management, Zakat and Baitulmal Management, (8) Risk Management, (9) International Trading and Marketing, (10) Global Trading, (11) Islamic Marketing and Financial System and other related areas.

MISSION

The Faculty of Economics and Muamalat is established in the realisation of the visions and objectives of Kolej Universiti Islam Malaysia which is to focus on studies and research based on the Islamic principles sourced from al-Quran, as-Sunnah dan and classical scriptures. Therefore, the missions of the Faculty are:

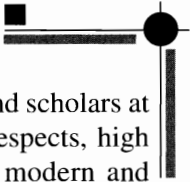
- 1) To explore and to resolve the issues and challenges faced by Muslims through research and studies in order to improve the quality of living and of Muslim community as a committed, modern and progressive community.
- 2) To produce knowledgeable graduates who are exceedingly competent and possess high potentials in the economics and muamalat field in leading and governing the multicultural nation towards positive developments according to the nation's visions.

- 
- 3) To develop a generation of work force who are highly ethical and professional in order to drive positive development and to lead the modern Muslim community in all areas of local and international trade.
 - 4) To expand the Islamic knowledge to the nation via the community services in order to educate the Muslim about the holiness of Islam and to foster dedication towards Allah swt.
 - 5) To promote Islamic economic system and muamalat administration as the basis of the management and administration of economy, public and trade.
 - 6) To assist in developing KUIM to become a reputable higher learning and research institution in the field of Islamic economics and muamalat administration which is renowned locally as well as internationally.

OBJECTIVES OF THE FACULTY

The objectives of the Faculty are:

- 1) To organise world class, high quality research, studies and community service programmes in order to produce graduates, scholars and intellectuals who are well balanced in the aspects of knowledge, devotion towards Allah swt and dedication towards the country and the nation.
- 2) To explore, develop and expand the knowledge of Islamic economics and muamalat via research, conference, and publication in order to harness the power of knowledge in developing the nation, which is according to the sacred and perfect Islamic philosophy.
- 3) To instil the values of devoted, ethical, and responsible Muslim based on the Islamic values in every member of the University including students, graduates, scholars, officers, academic and non-academic staff, to enable them to contribute positively towards the development of Islam, the country and the nation.

- 
- 4) To foster the positive spirit of competitiveness in students and scholars at local and international levels, together with the sense of respects, high endurance and independence in order to instil values of modern and progressive Muslims.
 - 5) To establish mutually beneficial relationship and good rapport with all levels of community, industry, government sectors, professional organisations in order to promote cooperation in contributing towards the safety and the wealth of the nation.

THE SCOPE OF RESEARCH/STUDIES OF FACULTY

In addition to research, publication and community services activities, the Faculty of Economics and Muamalat will be offering programmes in Islamic economics and muamalat at various levels. The programmes are formal academic programmes in the following levels:

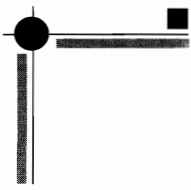
1. Bachelor of Muamalat Administration (Hons)
2. Masters of Economics and Muamalat Administration (via research)
3. Ph.D in Economics and Muamalat Administration (via research)

Along with the formal academic programmes, the Faculty will be offering various short courses which are mainly for professionals in order to update their knowledge and skill in this particular area of studies.

COURSE COMPONENTS (UNDERGRADUATE)

(For Graduate course components, please refer to the KUIM Graduate Prospectus)

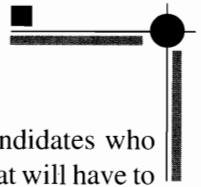
1. Upon graduation from the Faculty, students are required to complete the courses and/or research according to the requirement and regulations as stipulated by the University and the Faculty.



- i. Undergraduate (Bachelor) programme with honours requires at least 120 units or 4 years (8 semesters) of full time studies.
 - ii. Graduate (Masters) programme (via coursework) requires at least 36 units or 18 - 24 months of full time studies.
 - iii. Graduate (Masters) programme (via research) requires at least 18 - 24 months of full time studies.
 - iv. Doctorate (PhD) programme (via coursework and/or research) requires at least 36 - 48 months of full time studies.

2. The structure of this programme is mainly divided into five categories; University College Courses (WU), Faculty Core Courses (WF), Programme Core Courses (WP), Specialisation Courses (EP) and Elective/ Minor Courses (LP)

3. Rationale for course components: The academic programmes of the Faculty include all aspects of Islamic education and fields that are relevant to economics and muamalat administration. The course components are structured as such in order to meet the demand of industry and public sectors for graduates who are able to fully and appropriately implement the Islamic values. Each programme offered is built on the Islamic principles to fulfil the desire of the modern and progressive Muslim community. It is hoped that each programme is able to contribute to the society in developing an economy and administration system which is based on the Islamic principles.



ADMISSION CRITERIA

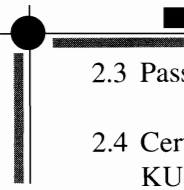
Apart from the general admission criteria stipulated by KUIM, candidates who wish to pursue their studies at the Faculty of Economics and Muamalat will have to fulfil the following admission criteria.

Bachelor of Muamalat Administration (Hons)

1. Passed Sijil Pelajaran Malaysia (SPM) or its equivalent, and credit in at least five (5) of the following subjects including
 - Bahasa Melayu
 - Bahasa Arab Tinggi/Bahasa Arab Komunikasi
 - Pendidikan Syariah Islamiyyah/Pendidikan Al-Quran and Al-Sunnah/Tasawur Islam
 - Matematik/Matematik Tambahan
 - One subject of which preference will be given to Ekonomi Asas Perdagangan/Prinsip Akaun
 - A pass in Bahasa Inggeris

2. Obtained any of the following qualifications:
 - 2.1 A good Sijil Tinggi Agama Malaysia (STAM) qualification, at least at Jayyid level

 - 2.2 Passed Sijil Tinggi Pelajaran Malaysia (STPM) in the Islamic stream and obtained a full pass in three (3) of the following subjects:
 - Kertas Am
 - Bahasa Arab or Syariah or or Usuluddin
 - At least D grade in one (1) one of the following subjects:
 - Pengajian Am
 - Ekonomi
 - Perakaunan



2.3 Passed Sijil Matrikulasi Kementerian Pendidikan

2.4 Certificate or Diploma in the relevant field that are recognised by Senat KUIIM

2.5 Other qualifications and conditions that are required by Senat KUIIM

3. Fulfilled the Malaysian University English Test (MUET).
4. Applicants with positive attitude, active, excellent, possess strong leadership skills and some knowledge on current issues will be given priority.

The Bachelor of Muamalat Administration (Hons) consists of 132 credit units. The structure of the programme is as the following:

University Courses	WU	22 units	17%
Faculty Core Courses	WF	32 units	24%
Programme Core Courses	WP	66 units	50%
Elective/Minor Courses	LP	12 units	9%

Category	No.	Course	Lang	Cred. H rs.	SEMESTER													
					I	II	III	IV	V	VI	VII	VIII						
Programme Core Courses	24	KC2012 Modern Islamic Thinking		2		✓												
	25	KC2022 Akhlak and Tasawuf		2			✓											
	Total			32	12	8	4	6	-	2	-	-	-	-	-	-	-	-
	26	KD1013 Introduction to Business		3		✓												
	27	KD2013 Fiqh Muamalat II		3						✓								
	28	KD3013 e-Commerce		3														
	29	KD4013 Entrepreneurship		3														
	30	KD4023 Strategic Management		3														
	31	KD2113 Business Economics		3			✓											
	32	KD3113 Malaysian Economics		3						✓								
	33	KD2213 Principles and Practice of Marketing		3			✓											
	34	KD3213 Consumer Behaviour		3						✓								
	35	KD2313 Financial Accounting I		3														
	36	KD3313 Financial Accounting II		3														
	37	KD3323 Managerial Accounting		3														
	38	KD2413 Business Statistics		3			✓											
	39	KD4413 Operations Management		3														
	40	KD2513 Principles of Financial Management		3						✓								
	41	KD3513 Money and Capital Markets		3														
Total				48	-	3	9	6	6	6	12	6	6	6	6	6	6	

CORPORATE ADMINISTRATION

Elective/ Minor Courses	42	KD4033 Principles and Practice of Zakat and Taxes		3														
	43	KD4313 Principles and Practices of Internal Auditing		3														
	44	KD4713 Company Law		3														
	45	KD4723 Corporate Governance		3														
	46	KD4733 Commercial Law		3														
	47	KD4743 Bankruptcy Law		3														
	Total			18														
	48	KA3043 Comparative Contract Law		3														
	49	KC3013 Fundamentals and Practice of Management		3														
	50	KC3033 Human Resource Management		3														
	51	KC3053 Islamic Work Ethics		3														

PROGRAMME STRUCTURE
BACHELOR OF MUAMALAT ADMINISTRATION
(SPECIALISATION: INVESTMENT AND FINANCIAL SERVICE)

Category	No.	Course	Lang	Cred. Hrs.	SEMESTER												
					I	II	III	IV	V	VI	VII	VIII					
University Courses	1	KUI012 Islamic and Asian Civilisations		2	✓												
	2	KUI022 Islamic and Asian Civilisations		2		✓											
	3	KUI032 Introduction to Information Technology		2	✓												
	4	KUI042 Critical and Creative Thinking		2		✓											
	5	KU2012 Introduction to Communication		2			✓										
	6	KU2022 Fundamentals of Quality Management		2				✓									
	7	KU2042 Research Methodology		2					✓								
	8	KU3016 Practical/Industrial Training		6						✓							
	9	KU2032 Co-curriculum		2													
	Total			22	4	4	4	4	4	6							
FACULTY CORE COURSES		Arabic Language Courses		[8]													
	10	UA1012 Maharat al-Qiraah		2	✓												
	11	UA1022 Maharat al-Muhadathat Wa al-Khatabah		2		✓											
	12	UA2012 Maharat al-Kitabah		2			✓										
	13	UA2022 Maharat al-Istima'wa al-Fahm		2				✓									
		English Language Courses		[8]													
	14	UB1012 English Language I		2	✓												
	15	UB1022 English Language II		2		✓											
	16	UB1032 Business English I		2				✓									
	17	UB1042 Business English II		2										✓			
		Islamic Studies Courses		[16]													
	18	KAI012 Fiqh Ibadat and Munakahat		2	✓												
	19	KAI022 Fiqh Muamalat and Jenayat		2		✓											
20	KAI032 Tarikh al-Tashri		2	✓													
21	KAI042 Usul Fiqh		2		✓												
22	KAI052 Mmalaysian Legal System		2	✓													
23	KCI012 Islamic Akidah		2	✓													

Category	No.	Course	Lang	Cred. H rs.	SEMESTER												
					I	II	III	IV	V	VI	VII	VIII					
Programme Core Courses	24	KC2012 Modern Islamic Thinking		2			✓										
	25	KC2022 Akhlak and Tasawuf		2				✓									
	Total			32	12	8	4	6	-	2							
	26	KD1013 Introduction to Business		3		✓											
	27	KD2013 Fiqh Muamalat II		3						✓							
	28	KD3013 e-Commerce		3													
	29	KD4013 Entrepreneurship		3													
	30	KD4023 Strategic Management		3													
	31	KD2113 Business Economics		3			✓										
	32	KD3113 Malaysian Economics		3						✓							
	33	KD2213 Principles and Practice of Marketing		3			✓										
34	KD3213 Consumer Behaviour		3				✓										
35	KD2313 Financial Accounting I		3					✓									
36	KD3313 Financial Accounting II		3						✓								
37	KD3323 Managerial Accounting		3				✓										
38	KD2413 Business Statistics		3														
39	KD4413 Operations Management		3														
40	KD2513 Principles of Financial Management		3					✓									
41	KD3513 Money and Capital Markets		3											✓			
Total				48	-	3	9	6	6	6	12	6	6				
INVESTMENT AND FINANCIAL SERVICES																	
Specialisation Courses	42	KD4033 Principles and Practice of Zakat and Taxes		3													
	43	KD4043 Baitulmal , Wakaf and Faraid Management		3													
	44	KD4213 Marketing of Financial Services		3													✓
	45	KD4513 Investment		3													✓
	46	KD4523 Risks Management		3													✓
	47	KD4533 Assets and Portfolios Management		3													✓
	Total				18												
	48	KA3043 Comparative Contract Law		3													✓
49	KC3013 Fundamentals and Practice of Management		3													✓	
50	KC3033 Human Resource Management		3													✓	
51	KC3053 Islamic Work Ethics		3													✓	
Total				12												0	3

LIST OF COURSES OFFERED ACCORDING TO SEMESTER (Faculty of Economics And Muamalat)

					YEAR I
Sem	Code	Course	Course Status	Credit Units	Contact Hours
I	KU1012	Islamic and Asian Civilisations	WU	2	2
	KU1032	Introduction Information Technology	WF	2	3
	UA1012	Mahara al-Qiraah	WU	2	3
	UB1012	English Language I	WF	2	3
	KA1012	Fiqh Ibadat and Munakahat	WF	2	3
	KA1032	Tarikh al-Tashri	WF	2	3
	KA1052	Malaysian Legal System	WF	2	3
	KC1012	Islamic Aqidah	WF	2	3
Total				16	23
II	KU1022	Islamic and Asian Civilisations	WU	2	2
	KU1042	Critical and Creative Thinking	WF	2	3
	UA1022	Maharat al-Muhadathat wa al-Khatabah	WU	2	3
	UB1022	English Language II	WF	2	3
	KA1022	Fiqh Muamalat and Jenayat	WF	2	3
	KA1042	Usul Fiqh	WF	2	3
	KD1013	Introduction to Business	WF	2	3
Total				15	26

					YEAR II
Sem	Code	Course	Course Status	Credit Units	Contact Hours
III	KU2012	Introduction to Communication	WU	2	3
	KU2032	Co-curriculum	WU	2	2
	UA2012	Maharat al-Kitabah	WF	2	3
	KC2012	Modern Islamic Thinking	WF	2	3
	KD2113	Business Economics	WP	3	3
	KD2213	Principles and Practice of Marketing	WP	3	3
	KD2413	Business Statistics	WP	3	3
	Total				17
IV	KU2022	Fundamentals of Quality Management	WF	2	3
	KU2042	Research Methodology	WP	2	3
	UA2022	Maharat al-Istima'wa al-Fahm	WF	2	3
	UB1042	Business English I	WU	2	3
	KC2022	Akhlak and Tasawuf	WU	2	3
	KD2313	Financial Accounting I	WF	3	3
	KD2513	Principles of Financial Management	WP	3	3
Total				16	21

YEAR III					
Sem	Code	Course	Course Status	Credit Units	Contact Hours
V	KU3016	Practical Training	WP	6	6
	KD3113	Malaysian Economics	WP	3	3
	KD3313	Financial Accounting II	WP	3	3
	KC3013	Principles and Practice of Management	WE	3	3
	KC3033	Human Resource Management	WE	3	3
	KC3053	Islamic Work Ethics	WE	3	3
Total				21	21
VI	UB1042	Business English II	WF	2	3
	KD3013	Fiqh Muamalat II	WP	3	3
	KD3213	Consumer Behaviour	WP	3	3
	KD3323	Managerial Accounting	WP	3	3
	KD3513	Money and Capital Markets	WP	3	3
	KA3043	Comparative Contract Law	WP	3	3
Total				17	18

YEAR IV						
Sem	Code	Course	Course Status	Credit Units	Contact Hours	
VII	KD3013	e-Commerce	WP	3	3	
	KD4413	Operations Management	WP	3	3	
	Specialisation: Islamic Banking and Takaful					
	KD4613	Principles and Practice of Islamic Banking	EP	3	3	
	KD4623	Principles and Practice of Takaful	EP	3	3	
	KD4633	Management of Banking and Takaful Institutions	EP	3	3	
	Specialisation: Corporate Administration					
	KD4713	Company Law	EP	2	3	
	KD4033	Principles and Practice of Zakat and Taxes	EP	3	3	
	KD4723	Corporate Governance	EP	3	3	
	Specialisation: Investment and Financial Services					
	KD4513	Investment	EP	3	3	
	KD4043	Baitulmal, Wakaf & Faraid Management	EP	3	3	
	KD4213	Marketing of Financial Services	EP	3	3	
	Total				18	18
		KD4013	Entrepreneurship	WP	3	3
KD4023		Strategic Management	WP	3	3	
Specialisation: Islamic Banking and Takaful						
KD4643		Credit Management	EP	3	3	
KD4653		Underwriting and Claims Management	EP	3	3	
KD4213		Marketing of Financial Services	EP	3	3	

Specialisation: Corporate Administration				
KD4733	Commercial Law	EP	3	3
KD4743	Bankruptcy Law	EP	3	3
KD4313	Principles and Practice of Internal Auditing	EP	3	3
Specialisation: Investment and Financial Services				
KD4523	Risks Management	EP	3	3
KD4533	Assets and Portfolio Management	EP	3	3
KD4213	Marketing of Financial Services	EP	3	3
Total			15	15
Total Credit Hours			15	15

COURSE DESCRIPTION

KOLEJ UNIVERSITI COURSES (KU)

KU 1012 Islamic and Asian Civilisations I

The course introduces students to Islamic Civilisation and Asian Civilisation. It includes important aspects in Islamic civilisation which has brought great impact and changes in the Muslims' lifestyle, culture as well as world-view. Emphasizes on challenging civilisation issues, specifically, humanity, social justice, integrated development and nationalism. Besides that, this course explains how Malaysia as an Islamic country goes through the nation building process so as to continuously uplift the excellence of Islamic civilisation.

References:

1. Nazaruddin Mohd Jali, Isamil M. Rashid dan Nuazmi Kuntum 1996. *Kenegaraan Malaysia : Sejarah Awal kemerdekaan dan Pembentukan Malaysia*. Kuala Lumpur: Kumpulan Budiman.
2. Zainal Abidin Abd. Wahid 1979 *Sejarah Malaysia Sepintas Lalu*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

3. Syed Mohamad Dawilah al-Edrus 1993. *Epsitimologi Islam*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
4. Seyyed Hossein Nasr 1981. *An Introduction to Islamic Cosmological Doctrines*. Boulder: Shambhala
5. Seyyed Hossein Nasr 1984. *Science and Civilisation in Islam*. Shah Alam: Dewan Pustaka Fajar.

KU 1022 Islamic and Asian Civilisations II

The course covers the interaction between the Islamic civilisation and other great Asian civilisations such as India, China, Japan and native Malaysia civilisation. The thematic exposure of great Asian civilisation that has historical and cultural links with Malay civilisation will create appreciation and respect towards the past. In addition, this course will analyse cultural conflicts and moral features of the above civilisations that view worldly life as ideal, harmonious, stable and universally peaceful.

Rerefences:

1. Syed Naguib Al-Alttas 1969. *Preliminary Statement on a General Theory of the Islamization of Malay- Archipelago*. Kuala Lumpur : Dewan Bahasa dan Pustaka
2. Romila Thapar 1966. *A History of India*. Vol. 1, London: Penguin Books.
3. Hilda Hookman 1972 *A Short History of China*. Ontario: St. Martin's Press, Inc.
4. M. Rajendran 1988. *Sejarah Jepun*. Kuala Lumpur: Arenabuku Sdn. Bhd.
5. Herschel Webb 1960. *An Introduction to Japan*. London: Columbia University Press.

KU 1032 Introduction to Information Technology

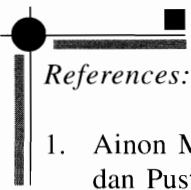
The course introduces the methods and techniques in Information Technology and the role and impact of IT towards manufacturing organisations, job specifications and skills. The course also explains the relationship between the IT system and management – financial system, control operation system, decision making support system and executive decision making support system, management information system, expert system, knowledge-based system and others. Additionally, it also discusses IT revolution – current and future development and IT assessment : cost analysis and benefits.

References:

1. Zonkoczy, P. 1990. *Information Technology - An Introduction*, 3rd. Ed. Pitman.
2. Forester, T(Ed.). 1985. *The Information Technology Revolution*, Blackwell.
3. London, K.C. & London, J.P. 1991. *Management Information System*, 2nd. Ed., MacMillan.
4. Winfield, 1, 1991. *Organisations and Information Technology*, Blackwell.
5. Eason, K. 1990. *Information Technology and Organisational Change*, Taylor & Francis.

KU 1042 Critical and Creative Thinking

The course introduces students to dynamic thinking techniques, so as to create the courage to express solid ideas/ views and excel in problem solving. It exposes students to logical thinking. Among the aspects that will be covered in this course include deductive and inductive hypothesis, fallacy theory, syllogism, language and definition, and the meaning of emotive. These aspects will help students to differentiate effective and ineffective arguments. Besides that, this course aims to develop the students' innovative capability and creative thinking. It also encourages and stimulates the students' interest to constantly innovate knowledge and expertise in other courses and activities.



References:

1. Aion Muhammad, 1993. *Teknik berfikir*. Kuala Lumpur: Dewan Bahasa dan Pustaka.
2. Copi, I.M. & Cohen, Carl. 1990. *Introduction to Logic*. Edisi Ke-8. New York: Macmillan.
3. Dauer, F.W. 1989. *Critical thinking: an introduction to reasoning*: Oxford: Oxford University Press.
4. Twiss briau. 1985. *Managerial Innovation*, IMCB. Press Ltd.,
5. Mckeller. Peter. *Imagination and Thinking*. Cohen and West.

KU 2012 Introduction to Communication

The course introduces the contexts of communication. It will discuss the processes and theory that occur within and among individuals, group, organisation and society. It explores personal, group and organisational communication, communication technology, language development, rhetoric debate, communication theory, film and television communication aspects.

References:

1. Barker, Larry L. & Deborah A Barker, 1993. *Communication (6th Edition)*., Englewood, Cliffs, New Jersey: Prentice-Jall.
2. Burgoon, Michael, Frank Hunsakar, Edwin J. Dawson. 1994. *Human Communication (3rd Edition)* London: Sage.
3. Gamble, Teri & Michael Gamble. 1994. *Public Speaking in the Age of Diversity*. Boston: Allyn & Bacon.
4. McAuley. Jack G. 1988. *Komunikasi Antara Manusia* (translated by Mohd Safar Hasim dan Fatimah Yusoff), Kuala Lumpur: Dewan Bahasa dan Pustaka.
5. Ruben, Brent D. 1984. *Communication and Human Behaviour*. New York: Macmillan Publishing Co.

KU 2022 Fundamental of Quality Management


The course introduces students to concepts and issues of quality, including management, quality system as well as the history (and development) of the concepts' experts. Besides that, students will be exposed to the importance of quality in services and organisational management administration. Principles, methodologies and quality system implementation will also be emphasised. In addition, international quality management systems such as ISSO 9000 will also be explained.

References:

1. Besterfield, D.H. 1995. Total Quality Management, Englewood Cliffs: Prentice - Hall Inc.
2. Crosby, P.B. 1984. Quality Without Tears. New York: McGraw - Hill Book Company.
3. Deming, W.E. 1986. Out of the Crises. Cambridge, Massachussetts: MIT Centre for Advanced Engineering.
4. Juran, J.M. 1980. Quality Control Handbook. Edisi Ke-4. New York: Mc Graw - Hill Book Company.
5. Mokhtar Abdullah dan Wan Jaafar Wan Endut. 1996. "Asas Pengurusan Kualiti Menyeluruh" Manuskrip Pusat Peningkatan Kualiti dan Produktiviti. Fakulti Sains Matematik, Universiti Kebangsaan Malaysia.

KU 2042 Research Methodology

The course focuses on the processes involved when conducting researches. Discussions on the philosophy and research ethics, concept, research design, sampling, data collecting tools, testing, evaluation as well as data processing and analyzing will also be emphasized. Besides that, methods of preparing research proposal and research report will be discussed.



References:

1. Kerlinger, F.N. 1973. *Foundations of Behavioral Research*. 2nd Edition London: Holt, Rinehart & Winston.
2. Kiess, H.O. & Bloomquist, D.W. 1985. *Psychological Research Methods*. Boston: Allyn And Bacon, Inc.
3. Marken, R. 1981. *Methods in Experimental Psychology*. California Brooks/Cole Publishing Co.
4. Ahmad Mahzan Ayob 1983. *Kaedah Penyelidikan Sosio-Ekonomi - Suatu Pengenalan*. Kuala Lumpur: Dewan Bahasa dan Pustaka.

KU 3016 Practical Training

The course will give students the opportunity to have hands-on experience on the type of to their field of study. Suitable practical training departments or agencies will be determined by KUIM. KUIM hopes that the training will expose students to a more realistic working environment and will enable them to apply theories of practice. In addition, the training will indirectly help KUIM build meaningful relationships with the society as a whole.

KU 2032 Co-Curriculum

The course will emphasize on enrichment activities, intellectual as well as physical enhancement. Co-Curriculum activities include: a) Halaqah studies – understanding the ‘tafsir’ of bibles, hadiths and the turath bible which are considered mu’tabar in Islam b) Muhadathah Hurrah – Arabic Language and English Language practice c) other activities which are determined by KUIM.

FACULTY CORE COURSES (WF)

UA 1012 Maharat al-Qiraah

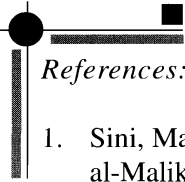
The course intends to help students understand *al qiraah* skills through selected texts. Emphasis will be given to article underlining skills, *alqiraat al-samitah*, *al-qiraah aljahriyah*, oral practice and *al-impla' wa al-tarqim* method. *Al qiraah* is supported by language and grammar and focuses on *al-nahw al-wazifi*.

References:

1. Ibrahim, Abd al 'Alim. 1996. *Al-Nahw al-wazifi*, Al-Qahirah: Dar al-Ma'arif.
2. Hassan, Abbas. 1981. *Al-Nahw al-wafi*. Al-Qahirah: Dar al-Ma'arif.
3. Al-Hamlawi, Ahmad. 1965. *Shadh al-urf*. Al-Qahirah: Maktabat wa matbaat Mustafa al-Babi al-Halabi.
4. Sini, Mahmud Ismail. 1993. *Al-Qiraat al muyassarah*. Saudi Arabi: Jami'at al-Malik Su'ud.
5. Petikan akhbar dan majalah Arab semasa.

UA 1022 Maharat al-muhadathat wa al-khatabah

The course hopes to help students to excel in *al-muhadathat* and *al-khatabah* skills through selected texts from conversations, dialogues as well as spontaneous *al-khatabah* practice. Grammar topics and *sarf* discussed in the course will help enhance students' knowledge.



References:

1. Sini, Mahmud Ismail. 1982. *Al-Arabiyyah li hayat*. Saudi Arabia: Jamiat al-Malik Su'ud.
2. Ibrahim, Abd al-'Alim. 1996. *Al-Nahw al-wazifi*. Al-Qahirah: Dar al-Ma'arif.
3. Hassan, Abbas. 1981. *Al-Nahw al-wafi*, Al-Qahirah: Dar al-Ma'arif.
4. Al-Khatib, Muhammad Khalil. 1983. *Khutab al-Mustafa s.a.w*. Al-Qahirah: Dar al-I'tisam.
5. Petikan akhbar dan majalah Arab semasa (berkenaan *muhadasah* dan *khitabah*).

UA 2012 Maharat al-Kitabah

The course hopes to help students master the art of writing through selected texts and *turath* in *al-insha's* field of writing, *al-maqalah*, *al-rasail*, *al-taqrir*, *al-muzakkirah* and others with emphasis given to Arabic Language style research. Grammar topics and *sarf* will be discussed so as to enhance students' language and grammar skills.

References:

1. Al-Qalqasyandi, Abu al-Abbas. 1987. *Subh al-'asha fi sinaat al-insya'*. Edit: Mohd. Husain Syamsuddin. Beirut: Dar al-Kutub al-Ilmiah.
2. Sini, Mahmud Ismail. 1966. *Al-Mu'jam al-siyaqi*. Lubnan: Maktabat Lubnan.
3. Mansyn, Abdul Aleem El Sayed (t.t). *Sentence Dictionary English/Arabic Sentence*. Cairo: Madbouuly Bookshop.
4. Ibrahim, Abdul al-'Alim. 1996. *Al-Nahw al-wazifi*. Al-Qahirah: Dar al-Ma'arif.
5. Sobih, Ibrahim. 1997. *Al-Lughat al-Arabiyyah*. Amman: Dar al-Manahij.

UA 2022 Maharat al-istima' wa al-fahm


The course helps students to improve up their listening comprehension skills. It highlights the *turath* and modern books. Besides that, emphasis will also be given to summarising skills, analyzing skills as well as the skills of expressing comments orally and in writing.

References:

1. Badawi, al-Said Muhammad. 1981. *Al-kitab al-asasi*. Tunisia: al-Munazzamah al-Arabiah li al-Tarbiah wa al-Thaqafah wa al'Ulum.
2. Al-Hashimi, Ahmad. 1983. *Jawahir al-adab fi adabiyat wa insya' lughat al-Arab*. Beirut: Dar al-Kutub al-Ilmiyah.
3. Diyf. Shauqi. 1976. *Al-Bahth al-adabi*. Misr: Dar al-Ma'arif.
4. Al-Sayuti, Jalaluddin (t.t). *Tarikh al-khulafa'*. Beirut: Dar al-Fikr.
5. Buku-buku *Turath* Bahasa, Sastra dan Pengajian Islam.

UB 1012 English Language I

This is an integrated course that aims at reinforcing the students' command of English to help them gather information and communicate effectively in an academic environment. It focuses on reviewing the rudiments of English grammar and developing the students' reading skills through specific tasks and exercises that provide practice and exposure to the organization and structure of texts. It also includes various approaches, strategies and techniques in academic reading that will contribute towards the development of their study skills.



References:

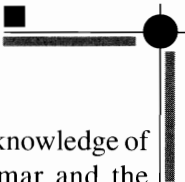
1. Kirn, E. and P. Hartmann. 1985. *Interactions Two: A Reading Skills Book*. 3rd ed. New York: McGraw-Hill.
2. Werner, P.K., M.M. Church. And L.R. Baker. 1985. *Ineractions Two: A Communicative Grammar*. New York: McGraw-Hill.
3. Ramsey, J.W. 1997. *Basic Skills Academic Reading*. London: Heinle and Heinle.
4. Pakenham, K.J. 1998. *Making Connections: An Interactive Approach to Academic Reading*. Cambridge University Press.

UB 1022 English Language II

The courses aims at reinforcing the skills attained in English I through interactive reading exercises and practice, and grammar review in context. These skills are further extended to include also the development of writing skills which introduces the students to the general principles of effective writing and the writing process. It also provides practice in logical thinking, organization of ideas and patterns of organization.

References:

1. Treciak, J and S.E. Mackay. 1997. *Study Skills for Academic Writing*. New Jersey: Prentice-Hall.
2. Leki, I. 1990. *Academic Writing: Exploring Processes and Strategies*. Cambridge: Cambridge University Press.
3. Raimes, A. 1998. *Exploring Through Writing*. Cambridge: Cambridge University Press.
4. Bates, L. 1998. *Transitions: An Interactive Reading, Writing and Grammar Text*. Cambridge: Cambridge University Press.



UB 2012 Business English 1

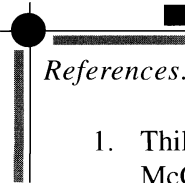
This course is designed for business students who wish to apply their knowledge of English in the business world. The course will focus on grammar and the preparation, writing and editing of a variety of business letters, cover letters, resumes, memos, faxes, e-mails, preparing resume, answering job advertisement, preparing advertisement and short reports. The aim of the course is to provide the students with the required knowledge of style, organization and format to enable them to produce a variety of clear, accurate business correspondence to cover common everyday business situations.

References:

1. Thill, V.J. 1991. *Excellence In Business Communication*. New York: McGraw Hill Book Company.
2. Johnson, C. & Lonergan, J. 2000. *Starting Business English*. Guide For Teachers And Students. BBC English.
3. Cotton, D. & Robbins, S. 1993. *Nelson Business English*. Thomas Nelson & Sons Ltd.

UB 2022 Business English 2

This course is designed for business students who wish to apply their knowledge of English in the business world. The course will focus on the importance of planning and editing spoken comments, discussion on the role of listening in oral communication, identifying the ingredients of a successful interview and effective meetings as well as presentation of business proposals. The aim of this course is to provide students with the required knowledge of style, organization and format to enable them to communicate clearly and accurately in everyday business situations.



References:

1. Thill, V.J. 1991. *Excellence In Business Communication*. New York: McGraw Hill Book Company.
2. Johnson, C. & Lonergan, J. 2000. *Starting Business English*. Guide For Teachers And Students. BBC English.
3. Cotton, D. & Robbins, S. 1993. *Nelson Business English*. Thomas Nelson & Sons Ltd.

KC 1012 Islamic Aqidah

The course will cover the definition of *aqidah*, the sources of *aqidah*, the importance of *aqidah* in the life of Muslims. Other topics are: concept of Allah, concept of Islam, definition of Islam, the relationship between Islam and Iman, limitations of Iman and *kufur*, the concepts of Allah's *makrifah* (*makrifah zat*, attribute, name and *af'al*) nubuwwah concept, wahyu, mukjizat, prophecy's *dalil* ; attributes and the roles played by the prophets.

References:

1. Abdul Ghaniy °Abud. 1976. Al-°Aqidah al-Islamiyah wa al-idiulujiyat al-mu°asirah, t.tp. Misr: Dar al-Fikr al-°Arabiy.
2. Al-Tahawiy Abu Ja°far Ahmad , t.th., Sharh al-°aqidah al-Tahawiyah, t.tp. Misr: Dar al-Fikr al-°Arabiy.
3. Ahmad °Izzuddin al-Bayanuniy. 1990M. al-Kufr wa al-mukaffirat, t.tp.: Dar al-Salam.
4. Muhammad Abdullah Darraz. 1970. Al-Din: buhuth mumahhidah li dirasat tarikh al-adyan, Bayrut : Dar al-Kutub.
5. Sabir Tu°aymah, 1398H/1978M. al-°aqidah wa al-fitrah fi al-Islam, Bayrut : Dar al-Jayl.

KC 2022 Akhlak and Tasawwuf


The course exposes students to the role of *akhlak Islamiah* and *tasawwuf* in the process of *sakhsyiyah* development of Muslims. There will also be discussions on the concept of value and sources of akhlak Islamiah as well as its importance in the life of Muslims, sources of tasawwuf as the legal spiritual aspects in Islam, the relationship between akhlak Islamiah and tasawwuf, the process of self-purification (*tazkiyyat al-nafs*) - *al-fada'il* and *al-radha'il* and also the introduction to *al-maqamat* and *al-ahwal*.

References:

1. Hawwa, Sa'id. 1988. *Al-Mustakhlis fi tazkiyah al-anfus*. Misr: Dar al-Salam.
2. Al-Sarraj, Abu Nasr al-Tusi. 1960. *Al-Luma'*. Sunt. Abd al-Halim Mahmud dan Taha Abd al-Baqi Surur. Misr: Dar al-Kutub al-Hadithah.
3. Al-Taftazaniy, Abu al-Wafa'. 1976. *Madkhal ila al-tasawwuf al-Islami*. Qahirah: Dar al-Thaqafah.
4. Yaljin, Miqdad. 1973. *al-Itijah al-akhlaq fi al-Islam: dirasah muqaranah*. Misr: Maktabat al-Khanjiy.

KA 1012 Fiqh Ibadat and Munakahat

The course emphasizes on Mazhab Syafie's practices/ideology. It introduces students to Fiqh studies – (1) *ibadat* and (2) *Munakahat*. There are two types of ibadat, namely general ibadat and specific ibadat such as praying, fasting, zakat and al-haj. *Munakahat* on the other hand, touches on issues related to engagement, marriage, dower, separation/divorce, *fasak*, *Khulu'*, *iila'*, *zihar*, *nafkah*, *hadanah*, *rujuk* and other related issues.



References:

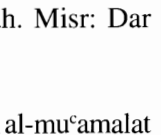
1. al-Sharbini al-Khatib. 1377H/1958M. *Mughni al-Muhtaj*. Misr: al-Halabi.
2. al-Sharbini al-Khatib. t.th. *al-Iqna'*: Misr: Dar al-Fikr.
3. al-Shaykh Khalid ibn Abdullah al-Shuqfah. 1409H/1989M. *Kitab al-Dirasa al-Fiqhiyyah 'ala Mazhab al-Shafi'i*, Misr: Dar al-Salam Sharif.
4. Mustafa al-Khin (Dr.) Mustafa al-Bugha (Dr.) & Ali al-Shurbaji. 1407H. 1987M *al-Fiqh al-Manhaji 'ala madhhab al-Imam al-Shafi'i*, Damsyiq Dar al-Qalam.
5. al-Sayyid Sabiq, 1403H/1983M. *Fiqh al-Sunnah*. Beirut: Dar al-Fikr.

KA 1022 Fiqh Muamalat and Jinayat

The course emphasizes on the practices/ideology of the Syafie sect. It introduces students to Fiqh Muamalat and Jenayah. The first section discusses the concept of *al-mal*, *al'aqd*, *al-ahliyyah*, types of buying and selling, *riba*, *khiyar*, mortgage (*ijarah*), *hiwalah*, property and personal protection, *shuf'a*, *syarikat*, *qirad*, *musaqah*, *muzara'ah*, leasing/rent, *ji'alah*, *luqata* and *wadiyah*, *qard al-hasan*, *mudharabah*, insurance and others. The second section on the other hand, deals with jenayah. In the second section, issues such jenayah hudud, prosecution of jenayah hudud and its explanation will be thoroughly discussed. This course will also focus on Syariah related crime.

References:

1. al-Sharbini al-khatib, 1377H/1958. *Mughni al-muhtaj*: Misr: al-Halabi.
2. al-Sayyid Sabiq, 1403H/1983M. *Fiqh al-Sunnah*, Beirut: Dar al-Fikr.

- 
3. 'Ali Qara'ah t.th. Ahkam al-'Uqud Fi-al-Shari'ah al-Islamiyyah. Misr: Dar Misr li al-Tiba'ah.
 4. Muhammad Yusuf Musa, 1405H/19958. al-Fiqh al-Islami wa nizam al-mu'amalat Fih: Dar al-Kitab al-al'Arabi.
 5. Su'adah Ibrahim Saleh, 1405H/1298. Ahkam tasarrufat al-saghir fi al-shari'ah al-Islamiyyah, Jeddah: Dar al-Bilad.

KA 1042 Usul Fiqh

This course discusses on the knowledge of Usul Fiqh covering its definition and development, hukum and the various types as well as the source of hukum based on wahyu from al-Quran and al-Sunnah. It also emphasizes the ways to comprehend the essence of al-Quran and hadiths to produce hukum by describing the concepts of instructions (*al-amr*) and prohibitions (*al-nahy*), general (*al-umum*) and specifics (*al-khas*), *al-mutlaq* and *al-mubayyan*, as well as *al-mantuq* and *al-mafhum*. This course will also explore the sources of hukum agreed by ulamak based on ijihad, that is *al-Ijma'* and *al-Qiyas*.

References:

1. al-Asnawiy, Jamal al-Din Abd al-Rahim, t.th. Nihayat al-usul sharh minhaj al-wusul. al-Qahirah; Matba'ah Muhammad 'Ali al-Sabih.
2. Zuhayr, Muhammad Abu al-Nur. t.th. Usul al-Fiqh. al-Qahirah; Dar al-Ta'rif.
3. al-Ghazaliy, Abu Hamid Muhammad ibn Muhammad. 1322H. al-Mustasfa. Al-Qahirah; Matba'at al-Amiriyah.
4. al-Amidiy, Sayf al-Din, Abu al-Hassan Ali ibn Muhammad. 1388H/1968. al-Ihkam fi usul al-ahkam. al-Qahirah; Matba'ah Muhammad Ali al-Sabih.
5. al-Mahalliy, Shams al-Din Muhammad ibn Ahmad. 1356H/1937. Sharh al-mahalliy 'ala jam' al-jawami'. al-Qahirah; Matba'ah Mustafa al-Babiy al-Halabi.

KC 2012 *Modern Islamic Thinking*

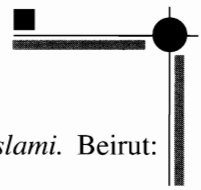
The course discusses the confusion experienced on the definition of Islamic thinking, the advancement and development of Islamic thinking since Jamaluddin al-Afghani, Muhammad Abduh, Rashid Reda and Hasan al-Banna as well as other mutakhir thinkers such as Ismail al-Faruqi, Hasan al-Turabi, Muhammad al-Ghazali and Yusuf al-Qaradawi. Current political and economical issues, national socio-culture, globalization in relation to *syariah* and *akidah* will also be highlighted.

References:

1. al-Darimi, Fathi. 1988. *Dirasat wa buhuth fi al-fikr al-Islami al-Mu'asir*. Damsyik: Dar al-Qufaybah.
2. Fathi Uthman. 1960. *al-Din fi mawqif al-difa'*, Qahirah: Maktabah Wahbah.
3. Muhammad Immarah. 1988. *al-Dawlah al-Islamiyyah bayna al-ilmaniyyah wa al-Sultah al-diniyyah*, Qahirah: Dar al-Shuruq.
4. Ahmad Akbar S. 1992. *Post Modernism and Islam: Predicament and promise*. London: Rontledge.
5. Abdul Rahman Haji Abdullah. 1998. *Pemikiran Islam di Malaysia: Sejarah dan aliran* Kuala Lumpur dan Penang: Dewan Bahasa dan Pustaka dan PJJ USM.

KA 1032 *Tarikh al-Tashri'*

The course discusses the *syariah*, *fiqh* and man-made laws, history of Islamic law development from the beginning of Islam (Rasullulah s.a.w. period) until the fall of Baghdad and the freeze on *fiqh* (*ijtihad*). Focus will be on basis of law, legal sources, methods to execute *hukum*, *hukum* as sources of conflict, the rise of mazhabs on *fiqh*, *ijtihad*, *taqlid* and issues related to the development on each of the above levels.



References:

1. al-Khudari, al-Sheikh Muhammad. 1970. *Tarikh al-tashri' al- Islami*. Beirut: Dar al-Kutub al-Ilmiyyah.
2. Sais, Muhammad Ali. t.th. *Tarikh al-fiqh al-Islami*. Misr: Muhammad Ali Sabih.
3. Mahmasani, Subhi. 1961. *Falsafah al-tashri' fi al-Islam*. Beirut : Dar al-'ilm li al-Mala'yin.
4. Ahmad Shalabi, 1981. *Tarikh al-tashri' al-Islami wa tarikh al-Nuzum al-Qada'iyah fi al-Islam*. Qahirah: Maktabah al-Nahdah al-Misriyyah.

KA 1052 Malaysian Legal System

The course discusses the foundation of Malaysian Legal System including the Islamic influence and the history of the legal system. Main concepts of law, doctrines, written law analysis, Islamic law and traditional law will also be highlighted.

References:

1. Ahmad Ibrahim & Ahilemah Joned. 1984. Sistem undang-undang di Malaysia. Kuala Lumpur: Dewan Bahasa dan Pustaka.
2. Abdul Hamid Omar. 1994. The judiciary in Malaysia. Kuala Lumpur: Asia Pacific Publications Sdn. Bhd.
3. Mohamad Suffian Hashim. 1976. An introduction to the constitution of Malaysia, Second Ed. Kuala Lumpur: Governments Printers.
4. Mohamad Suffian Hashim. 1990. An introduction to the legal system of Malaysia. Petaling Jaya: Penerbit Fajar Bakti Sdn. Bhd.
5. Statut-Statut berkaitan, seperti Interpretation Act 1967; Civil Law Act 1956 (Revised 1973), (as amended); Courts of Judicature Act 1964 (as amended); Legal Profession Act 1976, Juvenile Courts Act, Act 1964 (Revised 1972), Rules of Subordinate Court 1980, Interpretation and General Clauses Ordinance, No. 7, 1948 dan lain-lain.

CORE COURSES (WP) AND ELECTIVE MAJOR PROGRAMMES (EP)

KD 1013 Introduction To Business

This course is designed to expose students to the various types and functions of business, which include production, marketing, accounting and finance, and management of human resources. It also examines the importance of business in Islam and the nature of business in the Islamic perspective.

References:

1. Fry.F and Stoner.C. Business; An Integrative Framework, Mc Graw Hill International Book Company, 2001, (2nd ed.)
2. Nickels. W and Mc Hugh. J. Understanding Business, Mc Graw Hill International Edition,2001 (5th ed.)
3. Ferrel. O.C. and A Hirt. G Business, A Changing World, Mc Graw Hill International Book Company. 2000 (3rd.ed.)
4. Syed Abul A'ala Maududi, Economic System of Islam, Islamic Publication Ltd. Lahore,1984.

KD 2313 Financial Accounting I

This course is an introductory course to accounting. Discussion covers accounting records, bank reconciliation, trial balance, trading profit and loss, and balance sheet. It also examines the importance of financial accounting to businesses. MASB and AAOIFI standards will be used as point of reference.

References:

1. Weygandt, J.J., D.E. Kieso & W.G. Kell, 1996, *Accounting Principles*, 4th Ed. (John Wiley & Sons).
2. Tan Liong Tong, 1997, *Financial Accounting and Reporting in Malaysia*, (Thompson Information)
3. Robert Meigs and Mary Meigs, Mark Better, O Ray Whittington, *Financial Accounting*, 9th edition, 1998, Mc Graw Hill.
4. Craig Deegan, *Financial Accounting Theory*, April 2000, Mc Graw Hill.
5. Horngren.C.T and Sundem G.I, *Introduction to Managerial Accounting*, Prentice-Hall. 2000.

KD 3313 Financial Accounting II

This course is a continuation of the first course (KD 2313). Topics include partnership accounts, company accounts, consolidation of accounts, and recording processes of asset and liability.

References:

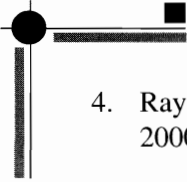
1. Weygandt, J.J., D.E. Kieso & W.G. Kell, 1996, *Accounting Principles*, 4th Ed. (John Wiley & Sons).
2. Tan Liong Tong, 1997, *Financial Accounting and Reporting in Malaysia*, (Thompson Information)
3. Robert Meigs and Mary Meigs, Mark Better, O Ray Whittington, *Financial Accounting*, 9th edition, 1998, Mc Graw Hill.
4. Craig Deegan, *Financial Accounting Theory*, April 2000, Mc Graw Hill.
5. Horngren.C.T and Sundem G.I, *Introduction to Managerial Accounting*, Prentice-Hall. 2000.

KD 3323 Managerial Accounting

Provides an overview of information systems management to plan and control business operations. Emphasis will be given to decision making on outsourcing, pricing, variance analysis, cost-volume-profit relationships, basics of costing and budgeting, and financial performance analysis.

References:

1. Drury, C.T.,and Sundem G.I.1990, *Introduction to Managerial Accounting*. 8th Edition. Prentice Hall International.
2. Aman A. 1998. *Perakaunan Pengurusan* . Prentice Hall.
3. Charles Brandon, Ralph E. Dartina, *Managerial Accounting: Strategy and Control*, Irwin/Mc Graw Hill.

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4. Ray H Garrison, Eric Noreen, *Managerial Accounting*, 9th edition, 2000, Irwin/Mc-Graw Hill.
 5. Ronald W Hilton, *Managerial Accounting*, 4th edition, 1999, Irwin/Mc Graw Hill.

KD 3013 e-Commerce

This course introduces the concept and the important principles in relation to e-commerce. It focuses on the decision making process of enterprises in the new economic world. Besides that, it also emphasises on aspects such as market analysis, business model, client interfast, market communication, branding, implementation and evaluation.

References:

1. Rayport, J.F. & B.J. Jaworski, 2002, *Introduction to e-Commerce*, (McGraw-Hill)
2. Eisenmann, Thomas, 2001, *Internet Business Model: Text and Cases*, (McGraw-Hill)
3. Rayport, J.F. & B.J. Jaworski, 2001, *e-Commerce*, (McGraw-Hill)
4. Gralla, Preston, 1998, *How the Internet Works*, Indianapolis, IN: QUE Books
5. Chaston, Ian, 2000, *e-Marketing Strategy*, (McGraw-Hill)
6. Gates, Bill, 1996, *The Road Ahead*, New York: Penguin Books
7. Whiteley, David, 2000, *e-Commerce: Strategy, Technologies and Application*, 2000 (McGraw-Hill).

KA 3043 Comparative Contract Law

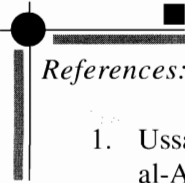
This course introduces the general principles of Malaysian law of contract based on Contract Act 1950 (Revised 1974) in comparison to the Islamic law. Emphasis is given on the history of contract law in Malaysia, its formation, including the offer, acceptance, consideration and intention to create legal relation as well as contractual ability

References:

1. Salleh Buang dan Nordin Torji, 1992. Undang-undang kontrak di Malaysia, Kuala Lumpur: Central Law Book Company.
2. Visu Sinnadurai, 1979, The law of contract in Malaysia and Singapore: Cases and commentary. Oxford University Press. Singapura.
3. Guest. 1985. Anson's law of contract. Edisi ke 26. New York : Oxford University Press.
4. M.P.Frumston, 1981, Chesire & fitfoot's law of contract. Edisi ke 10, Butterworths : The English Language Book Society.
5. Statut-statut: Akta Kontrak 1950 (Disemak 1974), Akta Undang-undang Sivil 1956. Specific Relief Act 1950, Age of Majority Act 1971.

KC 3013 Principles and Practice of Management

A study of management policies which includes delegation and specialization of work, authority, discipline, integration of orders and actions, individual sacrifices, rewards, principles of centralization, work design, management, equality and cooperation. Practice of management covers decision making, planning, management and organization, motivation, communication, standardisation and assessment, and will also examine basic concepts in Islamic management such as the concept of tauhid, Syura, justice, equality, cooperation and leadership.



References:

1. Ussaf. Mahmud., Dr. 1976. *Usul al-Idarah*. Al-Qahirah: Dar al-Nasyr al-Araby.
2. Robins S.P 1988. *Management Conceptual Applications*. New York: Prentice Hall. 2nd. Ed.
3. Bedian A.G. 1986. *Management*. Chicago: Druden Press
4. Abu Sin, Ahmad Ibrahim Dr. 1984. *Al-darah Fi al-Islam*. Al-Khurtum: al-Dar al-Sudaniyah li al-kutub. 3rd.
5. Newman, W.H. et. Al-1972.

KC 3033 Human Resource Management

Emphasizes the management of a corporation's most important asset – its people. Provides an overall framework of Human Resource Management with specific emphasis on the management of personalities from the Islamic point of view. Other highlights will include human resources planning, recruitment and selection, evaluation and performance appraisal, motivation and security.

References:

1. Abu al-Fadi, Abd.al-Syafy Muhammad. 1996/1417. *al-Qiyadah al-Idariyah fi al-Islam*. Al-Qahirah: al-Machad al-Alamy li al-Fikr al-Islamy.
2. al-Thalib, Hisyam. 1994/1414H. *Dalil al-Tanmiyah al-Basyariyah*. Al-Qahirah: al-Machad al-Alamy li al-Fikr al-Islamy.
3. Mondy, R.W. dan R.M. Noe. 1990. *Human Resouce Management*. Allyn and Bacon.
4. Rowland, K.M. dan G.R. Ferris. 1986. *Current Issues in Human Resource Management*. Allyn and Bacon.
5. Shaharom TM Sulaiman. 1997. *Pengurusan Islam dan Pembangunan Manusia*.

KC 3053 Islamic Work Ethics


This course will discuss the concept of work that covers *al-itqan*, *al-tajdid* and *al-ibadah*. Other issues that will be examined include *akhlak* of work, qualifications, administration ethics, muhasabah, freedom of speech, loyalty and justice. Emphasis will be given to Islamic work ethics.

References:

1. al-Mawardi, Abu al-Hassan Ali bin Muhammad bin Habib al-Basri al-Bahgdady. 1966. *al-Ahkam al-Sultaniyah wa al-Wilayah al-iniyah. Misr*
2. Syarikah Maktabah wa Matbaah Mustafa al-Babi al-Halabi wa Auladuhu.
3. Badwy, Ahmad Zaky. Dr. 1983. *Mujam Mustalahat al-Ulum al-Idariyyah*. Al-Qahirah: Dar al-Kitab al-Misr.
4. Kattani, Abd. Hyy. T.th. *Nuzum al-Hukumat al-Nabawiyyah: al-Tartib al-Idariy*. Beirut: Hassan Jana.
5. Mustafa Haji Daud. 1996. *Etika Pengurusan*. Kuala Lumpur: Utusan Publication & Distributors Sdn. Bhd.
6. Nasr, Sayyed Hossein. 1989. *Etika kerja dalam Tradisi Islam*. Terj. Oleh Nasir Muhammad. Kuala Lumpur: Nurin Enterprise.

KD 2213 Principles and Practice of Marketing

Examines the principles and practice of the marketing functions in the organization with emphasis on the tools of marketing; product (*mak qud 'alaih*), pricing, promotion and distributions. Modern and Islamic concepts in marketing will also be introduced.



References:

1. Frances Brassington, Stephen Pettitt, Michael Baker, Principles of Marketing, Second edition, 2000, Prentice Hall.
2. Dennis Adcock, Al Halborg, Caroline Ross, Marketing: Principle and Practice, 4th edition, 2001, Prentice Hall.
3. Capon.N, Hulbert.J.M. Marketing Management in the 21st Century, Prentice Hall, 2001
4. Kotler. P A Framework for Marketing Management, Prentice Hall 2001
5. Brennan . R ,Cases in Marketing Management, Financial Times/Prentice Hall, 1996.

KD 3213 Consumer Behaviour

Examines theories on consumer behaviour and how this will affect marketing strategies in an organization. Islamic perspectives on ethics and consumer behaviour will also be examined to identify suitable marketing plans and strategies to be applied.

References:

1. Dubois. B , Understanding The Consumer; Financial Times/Prentice Hall, 2001
2. Hanna. N and Wozniak.R , Consumer Behavior; An Applied Approach, Prentice Hall 2001.
3. Mowen.J.C. and Minor M.S. , Consumer Behavior; A Framework , Prentice Hall, 2001.
4. Kardes.F.R. Consumer Behavior and Managerial Decision Making, Prentice Hall, 1999

KD 4413 Operations Management

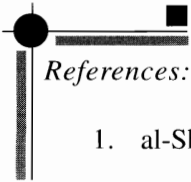
To provide an understanding on the importance of Operations Management in a business organization. The underlying premise being that goods and services should be produced in the right quantity and the appropriate time and reasonable cost. Aspects that will be examined include production design, processes and technology, capacity planning, location and facilities planning, quality control procedures, work scheduling and measurement. Emphasis will also be given to the concepts of Halal, safety and cleanliness.

References:

1. Schroeder, R.G. 2000. *Operation Management*. McGraw Hill.
2. Adam, E.E. and Ebert, R.J. 1996. *Production and Operations Management*. Prentice Hall.
3. Dilworth, J.B. 1992. *Operations Management*. McGraw Hill.
4. Gilgeous. V *Operation and The Management of Change*. Financial Times/Prentice Hall 1997
5. Hanna.M.D. and Newman W. R. *Integrated Operations Management and Student CD; adding value for customers*; Prentice Hall, 2001
6. Harrison.M, *Principles Of Operations Management*, Financial Times/ Prentice Hall 1996
7. Heizer.J and Render.B *Principles of Operations Management and Interactive CD*. Prentice Hall, 2001

KD 2013 Fiqh Muamalat II

An extension from the Fiqh Muamalat and Jenayah course and will further discuss the concept of *al-mal*, *al'aqd*, *al-ahliyyah*, types of business transactions, *riba*, *khiyar*, *ijarah*, *hiwalah*, property and personal protection, *shuf'a*, *syarikat*, *qirad*, *musaqah*, *muzara'ah*, rent, *ji'alah*, *luqata* dan *wadiah*, *qard al-hasan*, *mudarabah*, insurance and others. Emphasis will be given to the different mazhabs.



References:

1. al-Sharbini al-Khatib, 1958, Munghni al-Muhtaj, Misr: al-Halabi.
2. al-Sayid Sabiq 1403H/1983M, Fiqh al-Sunnah, Beirut, Dar al-Fikr.
3. Ali Qaraah t.th. Ahkam al-'Uqud Fi al-Syariah al-Islamiah, Misr: Dar Misr li al-Tibaah.
4. Muhammad Yusuf Musa, 1995 , al-Fiqh al-Islami Wa Nizam al-Muamalat Fihi, Dar al-kitab al-A'rabi.
5. Su'adah Ibrahim Saleh, 1405H/1298M, Ahkam Tasarufat al-Saghir Fi al-Syariah al-Islamiah, Jeddah, Dar al-Bilad.

KD 2513 Principles of Financial Management

Aims to provide an understanding on the functions of financial management. Emphasis will be given to time value of money concepts, financial strategies, working capital management, decision making on strategic investments and assessment of security of asset.

References:

1. Brigham, E.F. & Houston, J. 1998. Fundamentals of Financial Management. 8th. Edition. Dryden Press.
2. Petty. J.W., Keown, A.J., Scott, D.F., and Martin , J.D. 1993. Basic Financial Management. Prentice Hall International. 6th Edition.
3. Peterson. P.P. 1994. Financial Management and Analysis. McGraw Hill International Editions.
4. Weston dan Brigham. 1993. Essential of Managerial Financial. Dryden Press.
5. Schlosser.M Business Finance; Applications, Models and Cases, Financial Times/Prentice Hall, 2001
6. Van Homrne, J.C. and Wachowicz , J.M., Fundamentals of Financial Management. Prentice Hall 2001 (11th ed.)



KD 2113 Business Economics

Provides an understanding on the principles of micro and macro economics. Discussions will cover theories of firms, analysis of demand and supply, optimal analysis, structures of marketing and business competitions.

References:

1. Worthington.I , Britton.C and Rees.A Economic for Business; Blending Theory and Practice. Financial times/Prentice Hall 2001
2. Atkinson.B and Miller.R Business Economics , Financial times/ Prentice Hall 1998
3. Cook.M and Farquharson, Business Economics; Strategy and Application, Financial Times/Prentice Hall 1998.
4. Hornby.W, Gammie.B and Wall.S, Business Economics , Financial Times/Prentice Hall (2nd.ed)

KD 3113 Malaysian Economics

Emphasis will be given to national monetary and economic policies, regional economy, economic blocks and principles of free economy.

References:

1. Chamcuri Siwar dan Surthanan Kastin Hasan,1985, Ekonomi Malaysia , longman Malaysia.
2. Khor K.P,1983, The Malaysian Economy, Structure and Dependence, Marican and Son, K.Lumpur.
3. Bank Negara Malaysia, Annual Economics Reports.
4. Ministry Of Finance Malaysia, Annual Economic Reports.

KD 2413 Business Statistics

Provides an understanding on the importance of statistics in business. Essential skills are presenting, analyzing and interpreting statistical data in assisting managers in business decision-making. Emphasis is also given to skills of predicting, identifying business problems, making hypothesis, hypothesis testing and suggesting solutions.

References:

1. Levin, R.I. and Rubin, D.S. 1997. *Statistics for Management*. 7th Edition. Prentice Hall.
2. Keller, G., Warrack, B. and Bartel, H. 1994. *Statistics For Management and Economics*. 3rd Edition. Duxbury Press.
3. Daniel. W.W. and Terell. J.C. 1992. *Business Statistics for Management and Economics*. 6th Edition. Houghton Mifflin Company.

KD 4013 Entrepreneurship

To develop the spirit of independence and entrepreneurship among students. Emphasis will be given to principles of entrepreneurship in the Islamic environment. Additionally, discussions will also cover the setting up, managing and developing of businesses which are viable.

References:

1. Anderson.P.H., Beveridge.D.A. and Hofmeister D.L. *Threshold Entrepreneur Team and Solo, Combined Version*, Prentice Hall, 1999
2. Birely.s and Muzyka. D.F. *FT Mastering Enterprise; Your Single-Source Guide to Becoming an Entrepreneur*, Financial time/Prentice Hall 1998
3. Barrow.C, *The Essence of Small Business*, Financial times/Prentice Hall 1998 (2nd.ed)
4. Coutler.M , *Entrepreneurship in Action*, Prentice Hall, 2001

KD 4023 Strategic Management

The course is a capstone course for muamalat administration as it intergrates knowledge and skills in business administration. Emphasis is given to strategic planning processes with competitive advantage. Techniques practised by the Prophet (p.b.u.h) and the khalifah-al-rashidin will be used as the focus of discussion.

References:

1. Al-Buraey, Muhammad Abdullah, Management & Administration in Islam, King Fahd University of Petroleum & Minerals, Bhahran, 1990.
2. Fred R. David. Concept in Strategic Management, 2001, Prentice Hall.
3. Arafat, Abdul Aziz Sulaiman, al-Idarah al-Madrasiah Fi Dau al-fikr al-Idariy al-Islamy al-Muasir, Maktabahal-Masriah, Kaherah, 1987.
4. Abdul Hadi, Hamdi Amin, Dr., al-Fikr al-Idari al-Islam Wal al-Muqaran al-Ammah.Dar al-Fikr al-Harabi, Lubnan, 1985.
5. Hill, C.W.L. and Jones, G.R. 1998. Strategic Management: An Integrated Approach. 4th Edition. Houghton Mifflin Company.
6. Hitt, M.A., Ireland, R.D. and Hoskisson, R.E.1997. Strategic Management: Competitiveness and Globalization. 2nd Edition. West Publishing Company.
7. David F.R. 1999. Strategic Management. 7th Edition. Maxwell Macmillan.
8. wheelenT.L and Hunger, J.D. 1998. Strategic Management and Business Policy. 6th Edition Addison Wesley.

KD 4613 Principles and Practice of Islamic Banking

A course that provides an overview of banking framework, standards and practices of Islamic banks. A general discussion of the Islamic banking systems will expose students to the principles of transactions, aqad, pricing and Islamic banking products. A comparison between the strengths and weaknesses of the Islamic banking products and the conventional banking products will also be examined.

References:

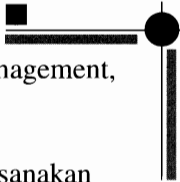
1. Afzalur Rahman, Economic Doctrine of Islam; Banking and Insurance, vol.IV, London
2. Chapra, M,Umar, Towards A Just Monetary System, Leicester (1985)
3. Mahmud, “Abd.alHamid, Al; Madkhal al Fiqh al Bunuk al-Islamiyyah, Qaherah.
4. Siddiqi, Muhammad Nejatullah, Issues in Islamic Banking, Leicester.

KD 4643 Credit Management

Islamic banking stresses on the management of credit. This is an introduction to the concepts of credit management which includes assessment, documentation, mortgage, the rudiments of credit, administration, collection and control of problematic accounts. Emphasis will also be given to the responsibilities of debtors and creditors, and credit administration for corporate, trade and commercial accounts.

References:

1. Hale, Reger. H. 1989. Credit Analysis –A Complete Guide. John Wiley & Sons.
2. Bass, R.M.V. Credit Management. Business Books, LTD.
3. Bartles, R. Credit Management. The Ronald Press. Co.

- 
4. Cole. R.H., Lincoln and Misher.L., Consumer and Credit Management, Prentice Hall 1998.
 5. Manual-manual Kredit dari beberapa bank-bank yang melaksanakan Perbankan Islam.

KD 4623 Principles and Practice of Takaful

An introduction to the Islamic principles of Islamic insurance or Takaful. Emphasis is given to two types of Takaful, family and general Takaful. A comparative observation will also be conducted on the products and services by Takaful for the Muslims and the conventional insurance and its services.

References:

1. Malaysia Institute of Insurance, Principles & Practices of Insurance, Malaysia
2. Mark S. Dorfman. 1998. Risk Management & Insurance. 6th. Edition. Prentice Hall.
3. Mehr, Cammack, Rose. Principle of Insurance. 8th . Edition. Richard Irwin.
4. Green, Trieschman, Gustavson. Risk & Insurance . 8th .Edition. Prentice Hall.
5. Mohd Fadzli Yusof (1996), Takaful: Sistem Insurance Islam, Kuala Lumpur.
6. Encyclopedia of Islamic Banking and Insurance, London, 1985.
7. Siddiqi, Muhammad Nejatullah, Issues in Islamic Banking, 1983, Leicester.

KD 4653 Management of Underwriting and Claims

Underwriting, also known as the principles of risk management and claims are two vital aspects in the operations of Takaful. This course provides an understanding on the processes and management of underwriting, the processes and documentation of claims, the parties involved and payment procedures.

References:

1. Webb, Bernard L., Connor M. Harrison & James J. Markham, 1992, Insurance Operations, 1st Ed. Vol. I & II American Institute for Property and Liability Underwriters (Malvers, PA)
2. Malaysian Insurance Institute, 1991, Contract Law and Insurance
3. Malaysian Insurance Institute, 1993 Insurance Marketing
4. Insurance Act and Regulations, 1997, MDC Publishers.

KD 4633 Management of Banking Institutions and Takaful

A course that provides an overview of the functions and operations of banking institutions and takaful. Emphasis will cover the importance of capital, assets and liability management, profit and performance level, competition, control and observation by the authorities.

References:

1. Timothy W. Koch. 1992. Bank Management. 2th Edition. Dryden Press.
2. Joseph F. Sinkey Jr. 1998. Commercial Bank Financial Management. 5th Edition. Prentice Hall.
3. Peter S. Rose. 1999. Commercial Bank Management. 4th Edition. McGraw Hill International.

KD 4213 Marketing of Financial Services

Discusses the principles and practice of marketing of financial services which includes banking, takaful, shares and share bodies, investment services, management of hajj and umrah, and others. Emphasis will cover the relationships between the legal framework and the customer service providers, roles and functions of marketers, organization of the marketing department, and planning and management of sales.


References:

1. Harison. T Financial Services Marketing, Financial times/Prentice Hall
2. Howells. P, and Bash. K, Financial Markets and Institutions, Prentice hall, 2000 (3rd ed)
3. McColl.R. and Calldham.B. Service Marketing and Managerial Propective, McRaw Hill Australian title, 1998.
4. Abdul Munir Yaakob dan Hamiza Ibrahim, Islamic Financial:Services and Product. IKIM.

KD 4713 Company Law

(*Faculty Shariah And Judiciary Course)

To provide an overview on the principles of company law. Topics will cover company formation, preparation of company's memorandum and article of Association, the functions, responsibilities and roles of sponsors, board of directors and company secretary, and the rights of share holders.



References:

1. Shaikh Mohd Noor Alam S.M Hussain. 1987. Undang-Undang Perkongsian. Dewan Bahasa dan Pustaka.
2. K. Arjunan & Low C.K. 1995. Understanding Company Law in Malaysia. Lipton & Herzberg's LBC.
3. Lee Mei Pheng. 1989. General Principle of Malaysian Law. 2nd Edition. Fajar Bakti.
4. Akta Perkongsiaan, 1961 (Akta135)
5. Akta Syarikat, 1965 (Akta125).

KD 4733 Commercial Law

(*Faculty Shariah And Judiciary Course)

To enhance students' understanding on the legal aspects of corporation and commerce. Discussions will focus on hire-purchase law, sale of goods, agency, negotiable instruments, labour law and industrial relations.

References:

1. Pheng, Mei Lee. 1997. General Principles of Malaysia Law. 3rd. Edition. Fajar Bakti.
2. Mohd Noor, Alam Shaik. 1995. Undang-undang Komersil di Malaysia .Dewan Bahasa dan Pustaka.
3. Buang Salleh, 1994. Undang-undang Jualan Barang. Dewan Bahasa dan Pustaka.
4. Vohrah, Beatrix and Aun, Min Wu. 1991. The Commercial Law of Malaysian. Longman.
5. Akta Kontrak 1950, Akta Insurans 1996 dan Akta Pekerjaan 1955.

KD 4743 Bankruptcy Law

(*Faculty Shariah And Judiciary Course)

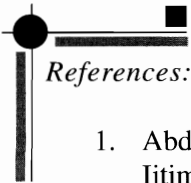
Provides an understanding on the legal aspects of corporate administration which includes liquidation, scheme of arrangement and creditors agreement, distribution of properties, and the functions and roles of receivers and administrators.

References:

1. Tay Swee Khan, Catherine, Bankruptcy Law and Practice.
2. Salleh Buang, 1993. Undang-undang Tanah di Malaysia. Dewan Bahasa dan Pustaka.
3. Noor Aziah Hj. Mohd Awal.1996. Undang-undang Wasiat dan Kepentingannya – Perbandingan Di Antara Undang-undang Sivil dan Islam. Current Law Journal.
4. Akta Kebangkrapan 1967.
5. Kaedah-Kaedah Kebangkrapan, 1969.
6. Kanun Tanah Negara, 1965.
7. Akta Perbadanan Amanah Raya.1995.

KD 4033 Principles and Practice of Zakat and Taxes

This course aims to provide an understanding on the fundamentals of taxation and zakat in Malaysia. Highlights will be the calculation of individual and company zakat and taxes, determination of zakat payable, allowable income and expenditure, taxable income and properties, and management of zakat and taxes.

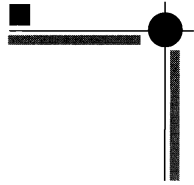


References:

1. Abdullah, Othman Husain (1989) *al-Zakat: al-Dhoman al-Ijtimai'*.Kaherah, Dar-al-Wafa.
2. Al-Qardawi, Yufuf (1973) *Fiqh al-Zakat*, Beirut, Muasasah al-Risalah.
3. Al-Nawawi, al-Majmu'.Kaherah.Maktabah al-Iman.
4. Al-Kasani, Badai'al-Sana' I. Maktabah al-Iman.
5. Yahya ibnu Adam 1967, Yahya Ben Adam's *Kitab al-Kharaj*, Revised 2nd , ad, E.J, Brill Leiden.
6. Qudaimah ibnu Ja'far, 1965, Qudaimah b. Jaafar's *Kitab al-Kharaj*, Part Seven, and Excerpts From Abu Yusuf's *Kitab al-Kharaj*, E.J.Brill, Leiden.
7. Choong Kwai Fatt. 1997. *Malaysia Taxation, Principle and Practice*. Inforworld.
8. Choong Kwai Fatt. 1997. *Advance Malaysia Taxation, Principles and Practice*. Inforworld.
9. Subramaniam. 1996. *Malaysian Income Tax Manual*. Pelanduk Publications.
10. Veerinderjeet Singh. 1994. *Malaysian Taxation-Administrative and Technical Aspects*. 2nd. Edition. Longman.
11. Barjoyai Barrdai. 1987. *Pencukaian, Prinsip dan Amalan di Malaysia*. Dewan Bahasa dan Pustaka.

KD 4723 Corporate Governance

Emphasises the importance of transparency of administration in a corporate administration. Aims to enhance students' understanding on the principles of Corporate Governance in line with the Principles of Muamalat and the rules and regulations introduced by regulating bodies (KLSE, Securities Commission, Registrar of Companies).



References:

1. Akta Syarikat 1965
2. Malaysian Code of Corporate Governance
3. Statement on Internal Control: Guidance for Directors of PLC, KLSE 2001
4. Garispanduan Baru Penyenaiaan Syarikat di BSKL

K 4313 Principles and Practice of Internal Auditing

Provides the framework of the roles, functions and responsibilities of internal auditors based on the Principles of Muamalat. Focus will be on the principles of auditing, objectives, scope, types and standard of auditing, legal aspects, rights and code of ethics. Additionally, accounting information systems, planning, procedures, evidence, and audit reports will also be addressed.

References:

1. Guidelines on Internal Audit Function for Directors of PLC, FPLC
2. Arens AA, Loebbecke JK, Takiah Mohd. Iskandar, S.D Susela, Shaari Isa. 1999. Auditing in Malaysia. 1st. Edition. Prentice Hall.
3. Takiah Mohd Iskandar.1995. Asas Pengauditan. Dewan Bahasa dan Pustaka.
4. Arens AA, Loebbecke JK.1996. Auditing- An Intergrated Approach. 7th Edition. Prentice Hall.
5. 4.Guy DM Alderman CW & Winters AJ. 1996. Auditing. 4th Edition. Dryden Press.
6. Kell WG & Boynton WC . 1995. Modern Auditing.6th Edition. John Wiley.
7. Coopers & Lybrand. 1985. Student's Manual Of Auditing. 3rd. Edition, Chapman & Hall.

KD 3513 Money and Capital Markets

This course is designed to provide an in-depth understanding on the functions and operations of the Malaysian financial and capital markets. Examines the domestic financial markets, foreign exchange markets (FOREX), Kuala Lumpur Stock Exchange (KLSE), MESDAQ and future and option (KLOFFE). It also focuses on the importance of financial and capital markets, financial instruments, pricing methods and markets regulations.

References:

1. Fabozzi. F.J. , Molgiliat. F Capital Market Institutions and Investments, Prentice Hall 2000.
2. Ritter.L.S. , Silber, W.L. and Udal G.F. Principles of Money, Banking and Financial Market Prentice hall 2000
3. Hubbol.R.G., Wesley .A. Money ,the Financial System and the Economy, Addison Wesley, 2000
4. Bank Negara Malaysia, Money and Banking in Malaysia

KD 4513 Investments

Aims to provide an understanding on the principles of investment, which includes returns, risks, liquidation, and principles of muamalat. Discussions will focus on establishing investment objectives, equity investment evaluation, bonds, shares, real estate and cash instrument, risk control measures, and effect of taxation and inflation. Additionally, security assessment procedures will also be analysed (using fundamental and technical analysis).



References:

1. Alexander .G.J., Sharpe W.T. Balley.J.V. Fundamental of Investment Prentice Hall 2000 (3rd ed)
2. Haugan .R.A. Modern Investment Theory, Prentice Hall 2001 (5th ed)
3. Fabozzi.F.J. Investment Management, Prentice Hall, 1999.
4. Gitmen. L.J. and Joehnk.M.D. Fudamental of Investing. Prentice Hall 1999.

KD 4523 Risks Management


This course is designed to provide students with a good working knowledge of how to analyse/isolate risk and its management. It will revolve around the internal and external aspects of risks. Related topics like techniques to control risks via internal sources and external assistance will also be discussed.

References:

1. Williams, Smith and Young. Risk Management and Insurance. 7th Edition . Mc Graw Hill.
2. Green & Serbein. Risk Management : Text & Cases. 2nd Edetion . Prentice Hall.
3. Green, Trieschman & Gustavson. Risk and Insurance. 8th Edition, Printice Hall.

KD 4533 Assets and Portfolio Management

Analyses the area of assets and portfolios management. Examines the functions, roles and responsibilities of an asset manager based on the principles of muamalat management. Additionally, theories of portfolio, and assessment of clients' needs and aims of investment will also be addressed.



References:

1. E.J. Elton and M.J. Gruber. 1991. *Modern Portfolio Theory and Investment Analysis*. 4th Edition , (John Wiley & Sons, Inc).
2. Robert A. Haugen. 1993, *Modern Investment Theory* . Englewood Cliffs:Prentice Hall. 3rd Edition.
3. Frank K. Reilly and Keith C. Brown ,1997. *Investment Analysis and Portfolio Management*. Dryden.

KD 4043 Management of Baitulmal, Wakaf and Faraid

To expose students to the importance of the management of public and private funds. Legal framework and principles of syariah will be the focus point. Additionally, application of investment principles, prudence, principles organization and strategies to increase public and private funds will be addressed.

References:

1. Abu Zahrah, Muhammad . 1383H/1963M. *Ahkam al-Tarikah al-Mawarith*. Misr: Dar al-Fikr.
2. Abdul Munir Yaakob dan Mohd Fauzi Mustafa , *Pentadbiran Harta Menurut Islam*. IKIM.
3. Nik Mustafa Nik Hasan, *Konsep Dan Perlaksanaan Wakaf di Malaysia*. IKIM.



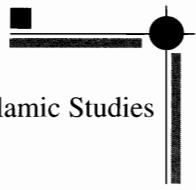
RULES AND REGULATIONS
KOLEJ UNIVERSITI ISLAM MALAYSIA (KUIM)
BACHELOR OF MUAMALAT ADMINISTRATION(HONS)

1. Name, Enactment and Implementation

- 1.1 The Rules and Regulations for Bachelor Degree Programmes (Hons), Kolej Universiti Islam Malaysia (KUIM) were enacted on October 2001.
- 1.2 All KUIM bachelor degree programme students must abide by these rules and regulations beginning the date of its enactment.
- 1.3 The rules are used for bestowing degree for Bachelor Degree Syariah and Judiciary (Hons), Bachelor Degree Quran and Sunnah Studies (Hons); and Bachelor Degree

2. Admission Criteria

- 2.1 Applicants must pass Sijil Pelajaran Malaysia (SPM) or its equivalent and obtain credits in at least five subjects including:
 - Bahasa Melayu
 - Bahasa Arab Tinggi/Bahasa Arab Komunikasi
 - Pendidikan Syariah Islamiyyah/Pendidikan Al-Quran and Al-Sunnah/Tasawur Islam
 - Matematik/Matematik Tambahan
 - Prinsip Akaun/Ekonomi Asas/Perdagangan
 - A pass in Bahasa Inggeris
- 2.2 Possess any of the following qualification:
 - 2.2.1 Sijil Tinggi Agama Malaysia (STAM) with at least a *Jayyid*.



2.2.2 Sijil Tinggi Pelajaran Malaysia (STPM) Islamic Studies stream and pass the following subjects:

- Pengajian Am
- Bahasa Arab or Syariah or Usuludin
- At least a grade D in any of the following subjects:
 - Pengajian Perniagaan
 - Ekonomi
 - Perakaunan

2.2.3 Possess Sijil Matrikulasi Perakaunan Kementerian Pendidikan.

2.2.4 Possess a certificate or a diploma in the related field from other institutions which are recognised by KUIM Senate.

2.2.5 Other qualifications and prerequisites by KUIM Senate.

2.3 Fulfill the Malaysian University English Test (MUET) Requirement.

2.4 Priority will be given to applicants with positive attitude, active, excellent leadership skills and general knowledge.

3. Course Description and Graduation Requirements

3.1 Number of Units

To obtain a Bachelor of Muamalat Administration (Hons) Degree, students must complete and pass at least one hundred and thirty two (132) designated course units (as listed in 3.2).

3.2 Course Composition

To be eligible for graduation, students must complete and pass these courses



3.2.1 University Courses (WU) –22 units

Student must complete and pass the units required in all five University Courses (KU). The components are:

- a) Islamic and Asian Civilizations- 4 units.
- b) General Studies – 10 units.
- c) Practical/Industrial Training – 6 units.
- d) Co-curriculum – 2 units.

3.2.2 Faculty Core Courses (WF) - 32 units.

Faculty Core Courses (WF) are compulsory for all students of KUIM. These courses are offered for four semesters beginning from semester 1 to semester 4. Students must complete and pass the required courses. The courses are:

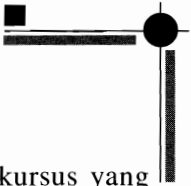
- a) Arabic Language (UA) – 8 units
- b) English Language (UB) – 8 units
- c) Islamic Studies (KA, KB, and KC) courses – 16 units.

3.2.3 Core Programme Courses (WP) - 48 units

Core Programme Courses are compulsory courses. Courses offered are related to the field of Muamalat. Among them are production, financial, economics, statistics, entrepreneur and etc. They are offered for eight (8) semesters beginning from semester 1 to semester 8. Students must complete and pass 48 units.

3.2.4 Major Programme Courses (EP) – 18 units

Major Programme Courses (EP) are courses selected by the students. Consist of extended courses on Islamic Banking and Takaful, Corporate Management, Investment and Financial Services. The courses are offered for two (2) semesters, beginning from semester 7 and 8. Students are required to complete and pass eighteen (18) units.



3.2.5 Elektif/Minor (LP) sebanyak 12 unit.

Kursus Elektif/Minor ialah mana-mana kursus yang ditawarkan kepada pelajar secara pilihan daripada fakulti-fakulti lain. Pelajar dikehendaki lulus dan memperoleh sekurang-kurangnya dua belas (12) unit.

3.3 Practical Training Course

All KUIM students are required to undergo Practical Training Course, which is part of the University course (WU). The four (4) to six (6)- unit course will be recorded as grades in students' transcripts but will not be calculated into Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). Students must undergo practical training at departments/agencies determined by KUIM. The course aims to expose students to the working environment, put into practice their knowledge and skills as well as bridge the gap between KUIM and the outside community.

3.4 Co-curriculum

Co-curriculum Courses are University Courses (WU), compulsory for all KUIM students. The two (2) unit course will be recorded as grades in students' transcripts but will not be calculated into Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). The course is considered as a graduation prerequisite.

Co-curriculum courses are designed to develop well-rounded students both intellectually as well as physically. Among the activities are:

3.4.1 *Halaqah studies* - to understand and master Islamic writings (tafsir) and hadith besides *turath* writings.

3.4.2 *Muhadathah Hurrah* - to increase students' proficiency in Arabic and English Language.



3.5 Exemption

KUIM Academic Senate/Board has the power to approve exemption to Rule 3.1 on these bases.

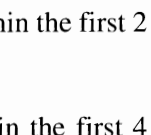
- 3.5.1 The students have completed the required number of units for the courses exempted.
- 3.5.2 Exemption does not include University Courses (KU).
- 3.5.3 Maximum unit exemption given will be based on the academic achievement of individual student.

3.6 Duration of Course

- 3.6.1 Students must complete the programme in not less than eight (8) semesters and not more than twelve (12) semesters from the date of registration.
- 3.6.2 Students with valid reasons can request an exemption to the maximum twelve (12) semester rule to complete their studies from KUIM's Senate. Please take note; failure in examination is not considered a valid reason.
- 3.6.3 The minimum semesters to complete a Bachelor Degree programme for students given exemption will be based on the total units exempted.

3.7 Course Registration

- 3.7.1 Students must register for the courses offered at the beginning of each semester.
- 3.7.2 Students must register not less than 15 units and not exceeding 20 units each semester. Registration of units less than 15 units or exceeding 20 units requires approval of the Dean.

- 
- 3.7.3 Students are allowed to change courses within the first 2 weeks of the beginning of each semester.
 - 3.7.4 Students are allowed to drop courses within the first 4 weeks of each semester. Students will be considered as TD (Withdraw) if the courses are dropped after the allotted period. Refer to rule 4.4.5
 - 3.7.5 Students are allowed to drop courses as long as they retain the minimum 15 units for each semester. Nevertheless, exemption is given to students who have received the Dean's approval as stated in 3.7.2. Courses dropped will not be included in the calculation of the Grade Point Average (GPA).

4 Evaluation Structure

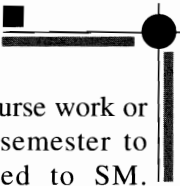
- 4.1 Evaluation for each semester is based on grade points. This includes course work and final examination.
- 4.2 40% from the total grade for each course is based on course work or mid-semester examination meanwhile 60% is allocated for the final semester examination.

4.1 Grades and grade value given for each course are as listed:

Grade	Grade Value	Rating
A	4.00	
A-	3.67	Excellent
B+	3.33	
B	3.00	Credit
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	Pass
E	0.00	Fail
L/G	Passes/Failed	
TL	Incomplete	
SM	Progressing	
U	Audit	
TD	Withdraw	
TP	Examination Suspension	

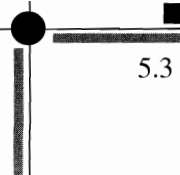
4.2 Grades without grade value given to students:

- 4.2.1 Passed or Failed (L/G) status is given to students taking courses which are not given grade value.
- 4.2.2 Not Completed (TL) is the status given with consent, to students who fail the complete at least 70% of the course with valid reasons. Nevertheless, the student must complete the requirements in not more than 2 weeks in the following semester in order to be given full evaluation and a grade.

- 
- 4.2.3 Progressing (SM) is the status given for course work or projects which require more than one semester to complete. No grade value is attached to SM. Nevertheless, the number of units involved in these works and projects will be calculated as part of units taken in a particular semester. The grade value and units for these courses will only be calculated as part of graduation purposes and CGPA once the SM status is replaced with normal grade.
 - 4.2.4 Audit (U) status is given to students who register for a course and undergo the required examination but not given a grade value. Grades will only be recorded if the students pass the examination.
 - 4.2.5 Withdraw (TD) is the status given to students who withdraw from a particular course with approval from the lecturer and Programme Head, from the fourth to the tenth week in a particular semester.
 - 4.2.6 Examination deferment (TP) is the status given to students who apply to postpone the examination under rule “8.3 Postponement of Examination”. If approved, a replacement examination must be conducted in the soonest possible period.

5 Evaluation System and Grade Point Average (GPA)

- 5.1 All courses (except Practical/Industrial Training and Co-curriculum) will be taken into account for the calculation of each semester’s Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).
- 5.2 “E” grade will also be calculated to determine Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).



5.3 The grade obtained for a course that is repeated will be used in the calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA); thus the initial “E” grade for the related course will be dropped in the calculation of GPA and CGPA.

5.4 Calculation of GPA and CGPA is based on:

5.4.1 Each Semester Grade Point Average (GPA)

Total grade value (Grade value X course units) of the courses taken is divided with the total course units taken in each semester as specified in items 5.1, 5.2 and 5.3;

GPA calculation formula:

$$\sum_{i=1}^n G_i U_i$$

$$= \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

$$\sum_{i=1}^n U_i$$

$$= \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

which

G_i = Grade value for -i

U_i = Course units -i

n = Number of courses taken in a particular semester

Example:

Semester I

Course	Grade Value	Grade Unit	Course value	Grade X Course Unit
AA 1013	A	4.00	3	12.00
AA 1033	B+	3.33	3	09.99
AA 1053	A-	3.67	3	11.01
AA 1073	E	0.00	3	00.00
AA 1093	C+	2.33	3	06.99
TOTAL			15	39.99

$$\begin{aligned}\text{Semester GPA} &= 39.99/15 \\ &= \mathbf{2.67}\end{aligned}$$

4.1.1 Cumulative Grade Point Average (CGPA)

Total grade value (grade value X course units) for all the courses taken is divided with the total units of the courses taken as specified in items 5.1 and 5.3. Formula for the calculation of CGPA is similar to the calculation of GPA.

Example:

Semester I

Course	Grade Value	Grade Unit	Course Value	Grade X Course Unit
AA 1013	A	4.00	3	12.00
AA 1033	B+	3.33	3	09.99
AA 1053	A-	3.67	3	11.01
AA 1073	E	0.00	3	00.00
AA 1093	C+	2.33	3	06.99
TOTAL			15	39.99

$$\begin{aligned}\text{Semester GPA} &= 39.99/15 \\ &= \mathbf{2.67}\end{aligned}$$

Semester II

Course	Grade Value	Grade Unit	Course Value	Grade X Course Unit
AA 1023	A	4.00	3	12.00
AA 1043	B+	3.33	3	09.99
AA 1063	C+	2.33	3	06.99
AA 1083	A	4.00	3	12.00
AA 1103	D	1.00	3	03.00

TOTAL	15	43.98
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CUMULATED TOTAL	30	83.97
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Cumulated GPA = $83.97/30$
= **2.80**

6. Regulation to Continue:

6.1 **Pass:** A student will receive a passing grade and be allowed to proceed to the next semester if he or she accumulates a GPA of 2.00 or higher (≥ 2.00).

6.2 Conditional Passing Status:

6.2.1 A student who accumulates a GPA of between 1.00 and 1.99 is given Conditional Passing status and is allowed to continue his or her studies with warning.

6.2.2 Nevertheless, a student is not allowed to amass the Conditional Passing status two semesters consecutively. This means students who fails to achieve a GPA of 2.00 in the following semester as specified in rule 6.2.1, will receive a failure status and cease from the being a student of KUIM.

6.3 **Fail:** A student who accumulates a CGPA of less than 1.00 or fails to fulfil the requirements as specified in 6.2.2 above will have to discontinue his or her studies.

6.4 Evaluation for Graduation

6.4.1 A student must fulfil all these criteria in order to receive his or her Bachelor Degree (Hons):

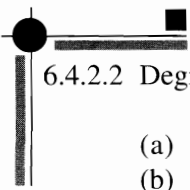
6.4.1.1 Accumulate a CGPA of not less than 2.00 for all the courses taken as outlined in 5.1, 5.2 and 5.3 above.

6.4.1.2 Complete not less than 132 units for courses taken throughout the program as specified in 3.2 above. Students are allowed to accumulate extra units to increase their CGPA by enrolling into other courses or courses already taken as specified in rule 5.4 above.

6.4.2 Granting of Degrees

6.4.2.1 KUIM confers Bachelor Degree (Hons) of different classes. The classes are:

CGPA	Class
3.67-4.00	First
3.00-3.66	Second Upper
2.50-2.99	Second Lower
2.00-2.49	Third



6.4.2.2 Degree can be conferred to students who have:

- (a) Fulfilled all the requirements of the Bachelor Degree (Hons) Act.
- (b) Fulfilled all the specified regulations.
- (c) Sanctioned by the Examination Board and KUIM's Senate/ Academic Board.
- (d) Completed all stipulated payments to KUIM.

7. Other Regulations.

7.1 Attendance for lectures and tutorials must not be less than 80%. A student who fails to adhere to the requirements set by KUIM will be prohibited from taking the course examinations after the related teaching staff informs the Programme Head.

7.2 Evaluation results for every semester achieved by students will be recorded in their academic records.

7.3 Special Repeat Examination

7.3.1. A special repeat examination can be conducted for final semester students who require just one course to qualify for graduation.

7.3.2 This examination must be conducted in writing and is allowed only once throughout the study period. The grade given is either L or G (Passed or Failed).

7.3.3 Application must be submitted to the Registrar (Academic Division) within two weeks (2) after official results are announced. A fee of RM50.00 is charged for this purpose.

7.3.4 Each application received by the Registrar must be referred to the Programme Head, who after consulting the respective course Coordinator, will decide on the date of the examination within 2 weeks.

8. Suspension of Registration, Permission for Registration Deferment and Postponement of Examination.

8.1 Suspension of Registration

- 8.1.1 A student suffering from illness for a long period of time can be allowed to suspend registration for certain semesters to be decided by the Programme Head. Certification from a certified medical officer who conducted the said medical examination on the student is required. For mental illness, allowance to register into a programme will be based on the endorsement by the treating doctor.
- 8.1.2 Students with other problems besides in item 8.1.1 can be given suspension of registration if the Programme Head finds that the problems faced by the students will disrupt the student's academic session. Application to suspend registration can be made till the 10th week of each semester. Application after the 10th week will not be entertained.
- 8.1.3 Application to suspend registration can be made to the Programme Head and carbon-copied to the Registrar (Academic Division).

8.2 Permission for Registration Deferment

- 8.2.1 Female students who are certified by a medical officer or doctor to be pregnant between 6 to 7 months at the start of registration period are advised not to register for the said semester.
- 8.2.2 Students can be given the allowance not to register only after a written application has been submitted to the Programme Head before the end of the second week of the beginning of each semester. Consideration for application received after the specified week can only be decided in the Programme Heads Meeting.

Postponement of Examination

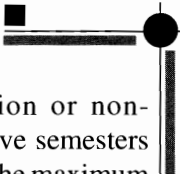
- 8.3.1 Students who are ill or face other disturbances during examination can request postponement of examination from the Programme Head and this has to be verified in the Programme meeting.
- 8.3.2 Application to postpone an examination must be made 48 hours after the said examination is carried out.
- 8.3.3 A letter of endorsement by a medical officer/doctor must accompany each application for postponement of examination on medical grounds as specified in item 8.1.1 above. Other reasons for postponement of examination can only be given consideration by the Programme Head and verified in the program meeting.

8.4 A KUIM Student Status

A student granted suspension from registration and permission not to register will lose the status as KUIM's student and will not be allowed to receive or use KUIM's facilities until he or she registers after the said period.

8.5 Current Semester Registration Suspension Period / Non-Registration

- 8.5.1 The period of suspension of registration or non-registration due to medical reasons will not be included as part of the maximum period allowed completing a degree program as specified in item 3.6 above.
- 8.5.2 The period of suspension of registration or non-registration on other grounds besides medical reasons will be included (except for the first two semesters) as part of the maximum period allowed for graduation as specified in item 3.6 above.

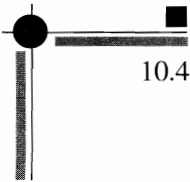
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- 8.5.3 The period of suspension of registration or non-registration must not exceed two consecutive semesters unless substantiated with medical reasons. The maximum period of suspension of registration is 4 semesters unless it is due to medical-related reasons.

9. Safe Keeping of Examination Answer Scripts

- 9.1 The teaching personnel who conduct the courses are responsible to keep all the related examination answer scripts.
- 9.2 All scripts must be kept safely for a period of not less than 3 months after the announcement of the official results of the examination.
- 9.3 All examination answer scripts must be destroyed as soon as possible after the three months period lapse as specified in item 9.2 above.
- 9.4 In cases where there are appeals by students, the related examination scripts must not be destroyed until the results have been revised and verified.

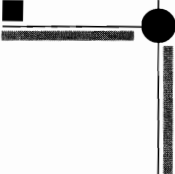
10. Appeal to Revise Course Evaluation Result

- 10.1 Appeals to revise the course evaluation result must be made in writing to the Registrar (Academic Division). Appeals must be made within 4 weeks after the official results are announced. All appeals made after the specified time frame will not be entertained.
- 10.2 Each appeal must specify the course or courses to be revised.
- 10.3 A charge of RM50.00 for each course must be borne by the students making the appeal. The amount must be paid together with the letter of appeal. This fee is not refundable.

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- 10.4 The Registrar after receiving the appeals will refer to the Programme Head who after consulting the related course Coordinator can appoint a panel of examiners to re-examine the results of the said course.
 - 10.5 The panel of examiners comprises of the Course Coordinator, original examiner of the course and at least one examiner from the same field or closely related field.
 - 10.6 Certification made by the panel of examiners will be forwarded for consideration at the Programme Meeting. The Academic Senate/Board will verify the decision concluded in Programme Meeting before it is informed to the respective students.
 - 10.7 All decisions made and verified by the Academic Senate/Board is final and further appeals will not be entertained.

11. Appeals to Continue Study

- 11.1 A student who receives “Failed and Dismissed” status for failure in fulfilling course requirements can submit an appeal against the decision.
- 11.2 Each appeal must be submitted to the Registrar within 4 weeks after the official results are announced. Each appeal must be accompanied with a payment of RM50.00, which is not refundable. All appeals after the designated period will not be entertained.
- 11.3 The Registrar after receiving the appeals will refer to the Programme Head who must appoint an Appeal Committee to consider the appeals.
- 11.4 The Appeal Committee comprises of Programme Head responsible for academic related issues, Course Coordinator and at least one member from the related study program.

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- 11.5 The committee has the power to:
- 11.5.1 Accept or reject an appeal;
 - 11.5.2 Make decision to all the appeals;
 - 11.5.3 Verify the results of the appeals besides deciding the worthiness of each appeal.
- 11.6 The result must be submitted to the Academic Senate/Board for verification.
- 11.7 All results verified by the Academic Senate/Board are final. Further appeals will not be entertained.

12. General

- 12.1 All registered students from the date of its implementation must observe all the rules, regulations and related interpretation endorsed by KUIM Academic Senate/Board from time to time.
- 12.2 KUIM Senate/Board has the right to give accommodation it deems appropriate to the above rules.



KOLEJ UNIVERSITI ISLAM MALAYSIA

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