CAREER Ready
@ NILAI U
Established since 1997
Thank you to our partners & staff for making these collaborations possible.
Nilai University (Nilai U) administrators have gone to great lengths to craft a syllabus that will equip students with skills and knowledge for each of the core fields. In addition, students will also benefit from our Blueprint for Success which is designed to inspire personal growth via professional development courses such as Dale Carnegie's Skills for Success and the Outward Bound Skills for Survival course.

Students enrolling in Nilai U will need to complete a number of credits in university courses outside of their core subjects. These include courses on Ethics, Anthropology, Public Speaking and even, an Introduction to Theatre and Acting. It is firmly believed that having students go through these extra courses will allow them to mature from young teenagers into responsible young adults who are able to make positive contributions to their respective societies. Needless to say, these courses will also greatly enhance students’ marketability in the job market by equipping them with the necessary soft skills.

After deep consultations with our industry partners and prospective employers, Nilai U administrators set about providing opportunities for its students to earn certifications from professional organisations. This allows Nilai U students to gain up-to-date information on latest industry practices. They will also attend seminars and workshops conducted by these professional organisations. But best of all, students get to network with potential employers as many of them will be members of their respective professional organisations.

Nilai U administrators have also gone to great lengths to get exemptions from professional examinations from various organisations. This will allow for an easier passageway for students to forge careers in the relevant fields. This handbook is a guide to the many opportunities which Nilai U provides for its students. It is also a testament of Nilai U’s commitment to providing the very best for its students.

Datuk Dr. Megat Burhainuddin B. Megat Abdul Rahman

Nilai University Vice-Chancellor
Nilai University’s 105-acre award-winning campus is dedicated to a sole mission – to bring out the best in you. We are committed to providing the perfect environment that will challenge and stimulate not only the mind and body but also nurture the soul of the human spirit.

**Ideal location**
Strategically located in the bustling township of Putra Nilai, we are a short 35-minute drive from Kuala Lumpur City Centre and 20 minutes from the Kuala Lumpur International Airport.

**Enrichment for Life**
Established in 1997, we are amongst Malaysia’s largest private tertiary education providers offering a wide range of programmes approved by the Ministry of Higher Education and recognised by reputable universities worldwide.

The institution was rated Tier 5, Excellent by the Malaysian Qualifications Agency in the SETARA 2011 Ratings. The overall structure of the instrument could be accessed at http://www.mqa.gov.my/SETARA11.
Nilai University’s promise is to take school leavers and mould them into mature young adults who are academically proficient and socially confident. This is achieved through a holistic approach to education, with emphasis on character building courses and industry internship to supplement the academic endeavours.

**Strong Courses**

1. CORE
   - Capstone/Summative
2. Emphasis on English
3. Graduate Preparatory Course
4. Enhanced Certification

**Character Building**

- Public Speaking
- Ethics & Social Responsibility
- Outward Bound
- Dale Carnegie Skills For Success
- Introduction To Theatre & Acting
- Critical Thinking
- Hubungan Etnik

**Holistic Development**

- Sports, Recreation, Clubs & Societies

**Industry Internship**

- OVER 200 INDUSTRY PARTNERS FOR INTERNSHIP
Graduates from the relevant programmes will be able to obtain up to 7 credits for prior learning exemptions from the Institute of Chartered Accountants in England & Wales (ICAEW). Nilai U is also a recognized ICAEW Partner in Learning. As such, ICAEW has provided Nilai U lecturers with free online access to inspection copies of learning materials and other resources as well as use of ACA (Associate Chartered Accountant) and Certificate in Finance, Accounting and Business (CFAB) past exams as part of their teaching materials. ICAEW was established by a Royal Charter in 1880. It has over 140,000 members. Over 15,000 of these members live and work outside the UK. The Institute also has some 9,000 students.

In addition, graduates may also choose to obtain an ICAEW CFAB with only one (1) further assessment. This certificate covers the key areas of business and finance and is a great way to build skills and understanding that can be used in any industry. CFAB is a popular choice as it provides a straightforward, flexible way to enhance one’s knowledge and skills and gain a recognised certificate from ICAEW. There are no formal entry requirements and one would not need to be working to start. CFAB is also an entry route to the Association of Chartered Accountants.

Graduates of the BA (Hons) Accounting and Finance are able to obtain 7 Credits for Prior Learning (CPL) exemptions for the following papers:

- Financial Management
- Accounting
- Assurance
- Business and Finance
- Law
- Management Information
- Principles of Taxation

ICAEW is a world leading professional membership organisation that promotes, develops and supports over 140,000 chartered accountants worldwide. With a Nilai U degree, you are half way through the exams. Take advantage of this and gain an ACA after your name!
Graduates are able to obtain exemptions for the following CIMA certificate levels:

- C01 Fundamentals of Management Accounting
- C02 Fundamentals of Financial Accounting
- C03 Fundamentals of Business Mathematics
- C04 Fundamentals of Business Economics
- C05 Fundamentals of Ethics, Corporate Governance and Business Law
- E1 Enterprise Operations
- P1 Performance Operations
- F1 Financial Operations

CIMA chose to work with Nilai University because it is one of the most reputable higher education institutions in the country. We want to be involved with quality partners that understand the meaning of quality education which will produce fine, well-rounded graduates.

Irene Teng
Chartered Institute of Management Accountants (CIMA) Regional Director for Southeast Asia and Australasia
Graduates of the B.A. (Hons) in Accounting & Finance programme will be able to obtain exemptions for up to 8 papers from the Association of Chartered Certified Accountants (ACCA). The ACCA was founded in 1904 and is the global body for professional accountants offering the Chartered Certified Accountant qualification (ACCA or FCCA). As of May 2012, ACCA was one of the largest and fastest-growing global accountancy bodies with 154,000 members and 432,000 students in 170 countries.

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Graduates are able to obtain exemptions for the following ACCA papers:-

- F1-F4 On completion of the Nilai U BA(Hons) Accounting and Finance
- F5 Performance Management
- F6 Taxation
- F7 Financial Reporting
- F8 Audit and Assurance
SAP is among the world market and technology leader in business management software. Nilai U is member of the MyUniAlliance-SAP programme. SAP University Alliances member schools gain access to the SAP Business Suite family of solutions, including SAP Resource Enterprise planning, Business Intelligence and SAP NetWeaver. Students will benefit from having hands-on experience with one of the world’s leading business software and also better understand how businesses are run. With this knowledge, students can expect to be better equipped to compete for the higher paying jobs.

Students are given the opportunity to take the SAP Enterprise Resource Planning (SAP ERP) course. Students will learn how the following business processes interact with SAP ERP software:

- Sell – Fulfillment
- Buy – Procurement
- Make – Production
- Track – Financial Accounting
- Track – Controlling
- Store – Inventory and Warehouse Management

Talent development remains a key priority for SAP and we remain committed to address the talent crunch by developing qualified professionals who are well versed with SAP software and best practices. The teaching of SAP in Nilai University will enable students to better understand real-world business challenges and equip them with the necessary skills for future employment.

Alicia Woo
Senior Manager, University Alliances Southeast Asia, SAP Asia
Aresandiran J (Executive President, Malaysian Institute of Human Resource Management) exchange documents with Datuk Dr Megat Burhainuddin (Nilai U Vice-Chancellor) during the MoU signing between the two organisations.

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MIHRM shall award the Professional Certificate in HRM (PCHRIM) to all Nilai University degree students who complete the BM3223 HRM for Practitioners course.

Crucially, being a Human Resource Management professional means being able to keep the employees happy and productive while the organisation is run effectively and efficiently as possible to turn over a maximum profit. These aims are by no means mutually exclusive and a well-trained, knowledgeable Human Resource Management professional will be able to achieve just that.

Aresandiran J
Executive President of the Malaysian Institute of Human Resource Management (MIHRM)
Students from Nilai U's Diploma in Business Administration will be entitled to six exemptions from the Professional Diploma in Corporate Administration (PDCA) programme awarded by the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). They will only need to complete two papers during the final semester of their Diploma in Business Administration programme in ‘Corporate Compliance and Practice’ and ‘Law and Practice of Meetings’.

Nilai U’s BA (Hons) in Accounting and Finance students will be entitled to four exemptions for Part I of MAICSA’s International Chartered Secretary and Administrators (ICSA) programme. Students from other business related degree programmes will get two exemptions. This ICSA programme is open to students from other fields but they will receive no exemptions.
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The Malaysian Food & Beverage Executives Association (MFBEA) will provide input on latest industry development and also conduct training for students. A certificate of proficiency will be awarded to students who meet a certain standard and will be awarded by MFBEA which means it will carry recognition in the hospitality and tourism industry. Since this MoU is exclusive with Nilai U, these students will be the only ones to have this certificate which will give them an added advantage in the employment market. Employers will know that students have been briefed and trained to meet industry standards. There are also plans to train Nilai U students for regional competitions where they will represent the country as well as their alma mater. Students from the School of Hospitality and Tourism will also benefit greatly from having the opportunity to network with individuals who may well be potential employers.

This MoU will bring about greater co-operation between academia and industry professionals. It will allow Nilai University and MFBEA to work together to create better graduates who are exposed to current industry trends and practices.

Hisham Tan
President of the Malaysian Food and Beverage Executives Association (MFBEA)
This Collaboration provides opportunities for students undergoing the Nilai University computing programmes to gain the Novell Certified Linux Administrator (NCLA) and Novell Certified Linux Professional (NCLP) certifications. Students will sit for online examinations and upon successful completion of the course, will receive a certificate from Novell, US.

Nilai U is very progressive in that it is encouraging its students to get additional certification over and above the diplomas and degrees. This is recognising the reality of the industry and the real-world demands of employers.

Cindy Chong
Managing Director of NCL Solutions Sdn Bhd

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Students from the Bachelor of Automotive Engineering (Hons), Bachelor of Mechanical Engineering (Hons) and Diploma in Mechanical Engineering programmes will be entitled to receive enhanced certification in Computer Aided Drafting and Design (CADD). This professional certification is awarded by Six Sigma Synergy Sdn Bhd, which is a franchisee of CADD Centre International. The training, which is embedded in the syllabus of the respective programmes, will entail instruction in Solidworks and ANSYS software. The Solidworks software will teach students to create components with parametric methods as well as how to create assemblies. The ANSYS software will impart knowledge on computer aided engineering analysis using finite element method / finite element analysis (FEM/FEA).

Computer Aided Design and Drafting (CADD) training is essential in today’s engineering environment. This training will enable students to bring their ideas into reality. It will give students an added advantage in the employment market as he or she will be able to speak the same engineering language as the potential employer. The CADD Centre certification will lend credibility to their résumés. This knowledge is very much sought after and there is current demand for engineers who have essential skills in Designing and Drafting.

A. Rohini
Head of CADD Centre, Six Sigma Synergy Sdn Bhd

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Bistanika as a training partner for Siemens will provide a one day workshop for Programmable Logic Controllers (PLC) and Human Machine Interface (HMI) and a three-day course for Siemens S7-1200 System. The one day workshop/seminar provides the engineering student with a basic understanding of PLC and HMI systems and exposes them to the latest and most advanced Siemens TIA (Total Integrated Automation) Software. The Siemens S7-1200 System Course is offered to students wanting to enhance their marketability. The course provides participants with hands-on experience in programming, installation, commissioning and basic fault diagnostics using Siemens S7-1200 hardware and software. These modules have not been made compulsory but will be offered to all engineering students. Those undertaking the Bachelor of Electrical and Electronics Engineering (Hons), Diploma in Electrical and Electronics Engineering and Diploma in Mechatronics are encouraged to attend these training workshops/seminars to equip them with knowledge in PLCs which is very important in process and machine automation. Participants will be issued certificates by Siemens.

PLCs uses are not limited to the Manufacturing sector. They are also used in infrastructures like the MRT and in a wide range of sectors including Power Generation & Distribution, Water Supply and Oil & Gas among many others. The market for simple, standalone PLCs is big. Opportunities to work in projects and installations with large number of PLCs linked by wireless and wired network across the country via SCADA (Supervisory Controls And Data Acquisition) systems are endless.

Students will have the opportunity to attend courses and workshops for PLC (Programmable Logic Controllers) and HMI (Human Machine Interface). Bistanika as a training partner for Siemens will provide a one day workshop for PLC and HMI and a three-day course for Siemens S7-1200 System.
Nilai University’s special arrangement with Gribbles Pathology Malaysia, the largest private provider of diagnostics laboratory services in the region, guarantees you industrial attachment opportunities. Students will be awarded an additional certificate of completion, jointly issued by Gribbles Malaysia and Nilai University.

In this industry, there is absolutely no room for error. Hence, graduates entering this profession need to have hands-on experience working with state-of-the-art equipment. This is precisely what Nilai U students will get when they come to Gribbles for their internship.

SAM YEE
Chief Executive Officer, Gribbles Pathology (M) Sdn Bhd
Employers today highly value graduates who have the requisite soft skills. This is why Nilai U has entered into a collaboration with the world-famous Dale Carnegie Trainers. The training will focus on five drivers of success and will give students a head start on their professional lives. The ‘five drivers of success’ that will be covered are self-confidence, interpersonal skills, communication skills, leadership skills and improving attitude. It is one thing for students to claim on their résumé that you have various soft skills and quite another to back it up with a certificate from Dale Carnegie.

Congratulations to Nilai U for taking the brave step in becoming the first domestic university to sign up with us and to do what is best for your students.

Dato’ Wan Hisham Wan Salleh
President and CEO of Dale Carnegie Trainers Sdn Bhd
Outward Bound is fully committed to supporting this initiative to bring the course to a large student body. Students should feel right at home at the Outward Bound camp as it is similarly green and peaceful like Nilai U’s campus.

Dato Seri Ismail Shahudin
President of Outward Bound, Malaysia

Outward Bound Skills for Survival course allows students to develop and strengthen their inner character by allowing students to learn through experience. Students will be introduced to unfamiliar physical environments and face a series of problem-solving tasks designed to push the limits of the individual’s mental and physical capabilities. The two-week program will be held during the semester breaks at Outward Bound’s base camp in Lumut.
Administrators from Nilai University and Mizuno Golf School worked extremely hard to make the game accessible to students, which culminated in the launch of the Golf module in 2010.

Golf is not just a sport but an instrument of business. This is a tool which will open doors for graduates looking to further their careers and who want to network with the real movers and shakers in their chosen fields. Hence, Nilai U has introduced a golf module for its American Degree Transfer Programme (ADP). This module adds up to three credits in the ADP programme while it counts for two for other degree students who opt to do it for their co-curricular credits. ADP students who sign up for this module will get a certificate from Mizuno upon successful completion of the course’s five stages.

Students of other programmes will only need to successfully complete three stages to earn the two credits and get a relevant certificate. They can continue to do all five stages if they so wish. This is the first time an institution of higher learning has offered such an option and this in keeping with Nilai U’s aim of producing well-rounded graduates. These are graduates who are not just book smart but also socially active individuals. This golf module has been accepted by a number of Nilai U’s American partners and is also approved by the all-important Malaysian Qualifications Agency.
Students from the Theatre and Acting Class of 2013 celebrate the successful staging of their play with academic staff and their mentor Mano Maniam (wearing cap and striped t-shirt).

Everything about this module is about teamwork. Nothing is done in isolation. Just like sports, everyone learns how to work in a team. This is similar and students will learn a wide variety of skills such as scripting, graphic art, stage management and even make up. This will highlight the importance of teamwork in setting a production. It is my hope that this module will help students be more culturally receptive and open to the arts.

Mano Maniam
Veteran Thespian and Programme Co-ordinator

The Theatre & Acting module is one of the university elective courses offered at Nilai U in which Nilai U students are required to complete three courses in areas outside the scope of their field. This 8-week program is co-ordinated by veteran thespian Mano maniam and students will have to successfully stage a play, upon which they will be graded. Side from building confidence, students stand the chance to learn many essential soft skills through this module such as public speaking, teamwork and creative writing.