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| **PROGRAMME OVERVIEW (SYNOPSIS)** |
| **DIPLOMA IN ISLAMIC BANKING AND FINANCE** is designed to introduce students to the Islamic finance and financial system which are now among the fastest growing segments of global financial services. This programme provides knowledge and skills in Fiqh Muamalat, USul FIqh, Qawaid Fiqhiyyah, Akhlak ISlamiyyah, Contract in Islamic Finance, Ethics in Islam, Islamic Investment, Islamic Bank Management, Islamic Accounting, Islamic Capital Market, Islamic Economics, Islamic Financial System and etc. This program also exposes the students with the operational aspects of Islamic banking and finance and how it can fulfill the financing requirements of the customers as well as the investment. Moreover, the concept and application of Islamic products are also adequately covered. In addition of the programme, the students are also taught Business Mathematics, Statistics, Principles of Marketing, Entrepreneurship, Microeconomics, Macroeconomics and Fundamentals of Accounting to enhance their knowledge and competency in communication and other aspects of soft skills. As the programme emphasizes self0initiated learning and hand-on competemcy, graduates of this programme will be ready to take up the challenges and competitions present in the Islamic finance world. |

**To:**

**Student’s supervisor**

**Herewith are list of the scope of work that our student expected from your organization. \*\*Please tick (√) if related.**

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| **Name** | | **:** |  | |
| **Matrix No.** | | **:** |  | |
| **NO** | **SCOPE OF WORK** | | | **\*\***  **(√)** |
| 1 | Takaful planning | | |  |
| 2 | Unit trust | | |  |
| 3 | Monitor Underwriting Procedure | | |  |
| 4 | Process customer claim | | |  |
| 5 | Process deposit application | | |  |
| 6 | Manage credit application | | |  |
| 7 | Check customer background - quantitative and qualitative aspects of credit assessment | | |  |
| 8 | Process customer document | | |  |
| 9 | Monitor financing account | | |  |
| 10 | Apply Banking Ethic - ethics in a global context from conventional and Islamic point of view. | | |  |
| 11 | Develop marketing plan and design a marketing plan | | |  |
| 12 | Other related works: | | |  |
| **NO** | **FUNDAMENTAL SKILLS NEEDED** | | | **\*\***  **(√)** |
| 1 | Communication Skills | | |  |
| 2 | Technical Report Writing | | |  |
| 3 | Office Management | | |  |
| 4 | Teamwork | | |  |
| 5 | Industrial Safety and Environmental Awareness | | |  |
| 6 | Entrepreneurship | | |  |

**Company’s Stamp**