This form explains and describes your micro-credential course for assessment and approval by the University Micro-Credential committee. Please answer all questions below and submit this form and any supplementary materials to utm-mooc@utm.my. Your proposal will be reviewed by the Micro-Credential Review Committee within three weeks.

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| **Section 1:** **General Information about the micro-credential course** | | |
| 1. Date to offer | : | Click or tap to enter a date. |
| 1. Title of the MC | : | Click or tap here to enter text. |
| 1. School & Faculty | : | Click or tap here to enter text. |
| 1. Team leader’s name | : | Click or tap here to enter text. |
| 1. Email | : | Click or tap here to enter text. |
| 1. Members   *(no limits of the number of members in a group)* | : | 1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. 4. Click or tap here to enter text. |

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| **Section 2: Course Synopsis** |
| *Exp: In this 2-hour long project-based course, you will learn the basics of using Power BI Desktop software. We will do this by analyzing data on credit card defaults with Power BI Desktop. Power BI Desktop is a free Business Intelligence application from Microsoft that lets you load, transform, and visualize data. You can create interactive reports and dashboards quite easily, and quickly. We will learn some of the basics of Power BI by importing, transforming, and visualizing the data. This course is aimed at learners who are looking to get started with the Power BI Desktop software. There are no hard prerequisites and any competent computer user should be able to complete the project successfully.* |
| Click or tap here to enter text. |

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| **Section 3: About your micro-credential course** | | |
| 1. Select the category of your micro-credential course (select only one category) | | |
|  |  | **Soft Skills and Professional Development Course**  *(Includes a wide variety of non-technical skills course including social skills, communication skills, emotional intelligence, and conflict resolution. It can also cover aspects of the job such as time management and problem-solving)* |
|  | **Career and Industry Specific Course**  *(Includes a* course/series of courses*assisting to career development in specific industry. For example: Agile Management in Project Management, Apps development using SWIFT)* |
|  | **Professional Certification Course**  *(Specialised course/courses accepted by respective professional bodies in profession that enables an individual to demonstrate a certain level of competency in a specific career or job function. For example: Chartered Professional Accountant CPD certification program, OSH Safety Course)* |
| 2. | Does the course lead to credit transfer to existing academic program in UTM?  Choose an item. | |
| 3. | If Yes, please state the name of course(s) that enable the credit transfer and the course code.   1. Click or tap here to enter text. 2. Click or tap here to enter text. | |
| 4. | Will this MC consist of a series of digital badges? Choose an item.  State the number of badges: Click or tap here to enter text. | |
| 5. | **Please write the description of the badge that you want to issue upon MC completion.**  (E.g.: *This badge earner has gained an understanding of key cybersecurity compliance and industry standards including NIST, GDPR, HIPAA, SANS and PCI. They have learned the role and the function of server and user administration, as well as encryption, encoding, hashing and digital certificates as it relates to cryptography.)*  Click or tap here to enter text. | |
| 6. | **Program Level (may select more than one)**  Undergraduate  Postgraduate  Continuing and Professional Development | |
| 7. | **Instructional Method (select one only)**  In-Person/Face-to-Face  Blended Learning  Online | |
| 8. | **Estimated Hours to Complete the MC:** Click or tap here to enter text. | |
| 9. | **The intended audience of the Program (may select more than one):** Click or tap here to enter text. | |
| 10. | **What are the pre-requisite skills/knowledge/experience for students to enrol in this program?**  Click or tap here to enter text. | |
| 11. | **State/List the specific skills/competencies that participants will be able to achieve at the end of the course**  Click or tap here to enter text. | |
| 12. | **Write the Micro Learning Outcomes for this Program:**  **a.** Click or tap here to enter text.  **b.** Click or tap here to enter text.  **c.** Click or tap here to enter text.  **d.** Click or tap here to enter text. | |

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| **Section 4: Collaboration** |
| Describe the collaborators for this program and please indicate if there is already MOA in place for the program. Evidence of collaboration (MOA) is compulsory for professional certification course.  Click or tap here to enter text. |

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| **Section 5: Financial and administrative resources** |
| **What is the proposed amount of fee that you plan to charge? RM** Click or tap here to enter text. |

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| **Section 6: Endorsement by school/faculty** |
| Approval from school/faculty is required for Academic Program MC only. Other types of micro-credential course (professional development, career/industry specific etc) requires only the approval from UTM-MC Committee. |

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| **Director/Chair Approval** | **Signature:** |  |
| **Name:** |  |
| **Date:** |  |
| **UTM-MC Committee** | **Signature:** |  |
| **Name:** |  |
| **Date:** |  |

Please forward completed proposals to utm-mooc@utm.my