



**Saito Security Academy**  
One rank above



**saito  
college**

SAITO COLLEGE (SAITO)

Prospectus 2011  
Programme for Professionals



**SAITO**

## for Security Management

### **Programmes for Professionals**

We understand the needs of working professionals. We meet your needs with these unique courses which are specially designed for uniformed services, security and law enforcement personnel.

### **Strong Recognition**

Our courses are recognised by Public Service Department (JPA) and supported by the Royal Malaysian Police making them relevant and applicable to your current work.

### **Career Progression**

Fast track your career in the uniform services such as the police force and other security enforcement services - our diploma provides a pathway to move up in rank.

### **Convenient Classes**

To suit the work schedule of working professionals, classes are held in the evenings or during weekends.



**Datuk Kamaruddin  
Mohd Ismail**

Business Development Director/Senior Lecturer  
Saito Security Academy.

**Saito College has over 22 years of experience in providing tertiary education that champions both academic excellence and industry relevance for individuals to achieve a more rewarding career.**

Fortified with expertise and intelligence of today's evolving market trends and socio-economic developments, Saito College identified the high importance and impact of security enhancement in supporting and complementing the country's growth and development.

The college had then taken a bold step in introducing the Diploma Security Management and the Executive Diploma Security Management, the first accredited qualification in Malaysia in the field of security management. The Diploma has been accredited by the Malaysia Qualification Agency (MQA) and is recognized by the Public Service Department (JPA). The Royal Malaysian Police (PDRM) had also graciously hosted and officiated the commencement of the first intake for police personnel at the Markas Pasukan Gerakan Am, Cheras, Kuala Lumpur on the 16th of July 2010.



Saito College was the proud recipient of the Prime Minister CSR Award for 2010.

In line with the Royal Malaysian Police (PDRM) initiative to enhance the expertise and professionalism of police personnel, the Diploma in Security Management programme will provide invaluable knowledge and exposure in the areas of police science and law enforcement. Saito College has pledged full support to work with the Royal Malaysian Police (PDRM) to continuously enhance the course syllabus to meet the requirements and competencies of the various levels of police personnel and also other law enforcement agencies that require similar training.

The course curriculum will be delivered in both English and Bahasa Melayu by experienced and qualified lecturers with vast experience in law enforcement, security management and legal practice. The course curriculum also entails special efforts to ensure that police personnel are able to adopt and apply the newly acquired knowledge into their respective daily roles and responsibilities. Additionally, Saito College will assist new students in applying for financial assistance.

The Diploma will most certainly enhance knowledge, professionalism and add value to professionals meeting the demands of the nation. As part of developing a continuous learning organization, the Royal Malaysian Police (PDRM) had applauded all police personnel who had enrolled in the Diploma as the course curriculum is another tool to further propel the police force towards achieving an enhanced performance level through professionalism brought about by knowledge in policing and its on-the-job application.

This field of study will also be suitable and applicable for personnel (both civilian and uniformed) involved in the field of security and safety. It will build professionalism and complement our national efforts in enhancing security and safety in the country.

We encourage and welcome you to contact us to find out more on how this programme can bring you career benefits.

Datuk Kamaruddin Mohd Ismail



Saito College was awarded The Education Excellence Award by Napei for Best Medium Size College.

(KP/JPS)5195/IPTS/151/JLd.II(58)

# DIPLOMA IN SECURITY MANAGEMENT

This full-time 2 ½-year course is approved by the MOHE and is recognised by both the Government sector as well as private organisations. It opens up the opportunity for the student to join the uniformed and other Government services.



You will learn about the main aspects of security management : the functions, processes and resources involved. This course will also teach the key ideas, techniques and knowledge that are at the heart of professional security management today. You will also learn about the roles of security personnel as well as the skills you need to manage the operations of a security unit.

## Entry Requirements

SPM or GCE "O" Levels or U.E.C SM3

3 Credits or equivalent

Diploma in Security Management Saito College 2 1/2 years course

**ECU**  
EDITH COHEN  
UNIVERSITY  
Bachelor of Science (Security Management)

Work for Public and Private Security Organizations

\*Students can choose either one of the option for that semester.

## COURSE STRUCTURE

### Sem 1

Bahasa Kebangsaan  
Principles of Management  
Critical & Creative Thinking  
Communication English

#### Option\*

Introduction To Crime and Society  
Introduction To Accounting

### Sem 2

Introduction To Security Management  
Introduction To HRM  
Pengajian Agama / Pendidikan Moral  
Principles of Organizational Behaviour

#### Option\*

Security in Events Management  
MIS for Security Managers

### Sem 3

Pengajian Malaysia  
Business Communication

### Sem 4

Introduction To Criminal Law  
Computer Security Threats & Liabilities  
Financial Management  
Security Crisis Management  
Introduction to Criminal Justice System

### Sem 5

Investigation Techniques  
Physical Security Management  
Security Operations Management  
Occupational Safety & Health

### Sem 6

Internship Practical Training

### Sem 7

Introduction To Psychology  
Business Ethics and Etiquette  
Decision Making & Control  
Crime Scene Investigations

#### Option\*

Effective Public Relations  
Training & Development

# EXECUTIVE DIPLOMA IN SECURITY MANAGEMENT

(HRDF Ref : (14) PSMB/22/2/600/KH-2)

Tailored for working professionals who wish to widen their knowledge of security management in a short period of time.

## COURSE STRUCTURE

### Phase 1

Intro. to Human Resource Management  
Intro. to Security Management

### Phase 2

Occupational Safety & Health  
English For Professional Development

### Phase 3

Intro. To Principles of Management  
Fundamentals of Risk & Crisis Management

### Phase 4

Intro. to Criminal Laws  
Intro. to Critical & Creative Thinking

### Phase 5

Physical Security Management  
Security Operations Management

### Phase 6

MIS For Security Managers  
Case Study Report

\*52 hours per subject



This is a part-time 48-week course which leads to a qualification that has been approved by the Ministry of Human Resources.

If you are working in the security industry and wish to improve your knowledge and skill set in order to advance in your career, this course will show you the way. You will enhance your knowledge and experience and sharpen your skills in security management. The course also provides an in-depth and broad understanding of the factors involved in security risk management, security principles, management principles and human capital development.

## Participants

The programme is tailor-made to meet the needs of professionals in the following industries:

- Malaysian Armed Forces
- Malaysian Police Force
- Hotels & Resorts Security Management
- Banks and Financial Institutions Security Management
- Private Security Consultancies
- Facilities Security Companies
- Government Agencies
- Insurance Agencies
- High Reliability Industries such as Petrochemical and Telecommunications

Total :624 STUDY HOURS  
48 WEEKS

\*Subject to change

Open to all working professionals

HRDF Claimable

# COLLABORATION WITH ROYAL MALAYSIAN POLICE



Pioneer batch of Royal Malaysian Police Students attending The Diploma in Security Management Course.

## Launch of the Diploma in Security Management with The Royal Malaysian Police

Press Release of 15th July 2010

Saito College is pleased to announce the launch of the Diploma in Security Management Programme for police personnel in Malaysia.

The launch was officiated by SAC Dato' Rosli bin Mohd Nizam, Komander Briged Tengah, Pasukan Gerakan Am Markas Briged Tengah Cheras, on behalf of the Ketua Polis Negara.

The Diploma in Security Management programme by Saito College is a programme that is fully accredited by the Malaysian Quality Agency (MQA) and recognized by Jabatan Perkhidmatan Awam (JPA) for service in the public sector.

The programme which can be completed by police personnel over 2 years will be taught full time but over the weekends and on selected evenings on weekdays. This flexibility will enable the students to continue with their normal duties with minimal disruption. In line with PDRM's initiative to enhance the knowledge and qualifications of police personnel, the Diploma Programme will provide an valuable opportunity to police personnel upgrade their qualifications with a course that is most relevant to policing and law enforcement. Saito College will also work with PDRM to enhance the syllabus to meet the requirements and competencies that is required to be developed for the different levels of police personnel undertaking the course.

To further facilitate the enrolment and studies of students, Saito College will work with PDRM to ensure flexible timing in the conducting of the courses and also hold classes at some selected Police Centres. This will help cut down on travelling time and transport costs of the students.

The course will be taught by experienced and qualified staff with relevant experiences in law enforcement, legal practice and the security industry. It will be taught in both Bahasa Malaysia and English. Special efforts will be put in to ensure students can relate to and apply newly acquired knowledge to their police work.

To encourage and support police staff, Saito College will provide a financial grant of RM7,500 to applicants who join the programme's first intake. The college will also make arrangements to assist police staff in applying for full loans to cover the balance of their fees from agencies like PTPTN and Bank Rakyat.

In the pre-launch introduction to a few police centres, the Programme has already attracted more than 50 registrations. Saito College is confident that the programme will bring value to police personnel not only in their career advancement but also for the development life long learning.



Signing of the plaque to commemorate the launching of the security management program with the Royal Malaysian Police.

# LECTURERS PROFILE



**Datuk Kamaruddin Mohd Ismail:**

Datuk Kamaruddin holds a Degree in Business Administration and a Masters Degree in Law Enforcement Administration from the Western Illinois University, USA.

He was also former Chief of Police of the State of Johore, Malaysia and held the rank of Deputy Commissioner of Police. Upon retirement from the Police, he was appointed Senior General Manager for Safety and Security at Malaysian Airports from 2004 to 2010. He has lectured at the Police College in Kuala Kubu Baru, Selangor and also at University Kebangsaan Malaysia and has given talks and seminars in international conferences in Asia and Europe. Datuk Kamaruddin is a Senior Lecturer at the Saito Security Academy.



**Haji Abd Aziz Hj Ariffin**

Hj Abd Aziz holds BBA degree from RMIT University Australia and a Masters Degree (MBA) from Universiti Kebangsaan Malaysia.

He has held senior positions in The Royal Malaysian Police including Head of Centre for Management Studies, Commander of the Federal Reserve Unit and also Assistant Director (Administration) at Bukit Aman. He held the rank of Assistant Commissioner of Police prior to his retirement. He has also lectured at the Royal Malaysian Police College, Universiti Malaya and UiTM. Hj Abd Aziz is the program coordinator for the Professional and Continuing Education unit of Saito Security Academy.



**Major K. Suppramaneam (Rtd) KAT**

Maj K Suppramaneam received his training in the Royal Malaysian Airforce and was a specialist in radar surveillance and air space defense. He received his Diploma in Security Management from Universiti Malaya and BSc and MBA from the United States and is a trained Safety and Health Officer. He has extensive management experience in the private security industry and security technology industry. Maj K. Suppramaneam is currently Head of Department at the Saito Security Academy.



**Ms Farha Uzaimi**

Ms Farha received her Degree in English from Universiti Tun Abdul Razak and is a certified English language teacher. She has conducted training programmes in the private and corporate sectors in the areas of management, marketing and sales. She also held executive positions in retail and merchandising companies. She was a language instructor at ELS prior to joining Saito College as a language lecturer.



AGENSI Kelayakan  
(Malaysian Qualifications Agency)  
TINGKAT 14B,  
NO. 17, JALAN  
46050 PETALING  
SELANGOR D.

Ruj. Kami : MQA 04/16/O:  
Tarikh : 17 JUN 21

The Diploma in Security Management from Saito is fully accredited by the Malaysian Qualification Agency (MQA) and recognised by Jabatan Perkhidmatan Awam (JPA or Public Service Commission)

Students who graduate from this course will enhance their eligibility for positions and promotions in Government ministries and departments.



Agensi Kelayakan Malaysia  
Malaysian Qualifications Agency

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Signature and stamp of a representative from the Malaysian Qualifications Agency (MQA)

# FACILITIES & SUPPORT



The well equipped library provides important reference and case study materials to aid course research and assignments. The computer lab is furnished with a bank of work stations which are constantly upgraded and updated. Modern lecture theatres with the latest AV equipment are suitable for both large audiences as well as small group brain storming. Access to all these facilities means that you can complete your work much more quickly and efficiently.



Classes are also conducted in Pasukan Gerakan ( PGA ) Am, Cheras and Markas Pasukan Simpanan Persekutuan ( FRU )

Getting a diploma from Saito Security Academy is not just about gaining a qualification. It is also about gaining confidence, a new outlook and a better future. The course is designed to develop not just your skills and ability but also your personality and self-esteem. It will help you to make decisions, solve problems and relate to people at all levels with confidence. Chart your life's course at Saito.



**Saito Prime Minister  
CSR Award 2010**



**NAPEI Award For  
Education Excellence 2010**

Saito has your best interest at heart. We strive to provide any assistance you may need, including helping you to apply for financial aid.

Financial aid is available from the following:

PTPTN (Perbadanan Tabung Pengajian Tinggi Nasional)

EPF (Employees Provident Fund)

Bank loans

\* Subject to approval.

## **saito college**

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Section 52, PJ New Town Centre  
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Selangor Darul Ehsan  
Malaysia

For more information about our college please contact us below:

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Website : [www.saito.edu.my](http://www.saito.edu.my)

### Map



 **saito college**

