

ABOUT INTERNATIONAL ISLAMIC COLLEGE

International Islamic College (IIC) is a private higher education institution in Malaysia, wholly owned by International Islamic University Malaysia (IIUM). It is committed in becoming the preferred educational institution distinguished with overall excellence encompassing academic quality as well as spiritual piety.

IIC is recognized by the Ministry of Higher Education of Malaysia and the Malaysian Qualifications Agency, and is proud to be the first private College offering Open Distance Learning academic programmes.

Here at IIC, we put students' success at the heart of our mission, supporting every student from various backgrounds to achieve outstanding outcomes; preparing our students to thrive in their future endeavour.

VISION

To be the Premier, Integrated and Sustainable Higher Education Institution



MISSION

To offer holistic tertiary and vocational education in the region with world-class academic quality.

UNIQUE SELLING PROPOSITION

Nourishing Humanity Through Integrated Knowledge.

VALUES

| | |
|----------|-------------|
| P | Progressive |
| R | Responsible |
| I | Integrity |
| D | Discipline |
| E | Excellence |

ABOUT FACULTY OF SOCIAL SCIENCES

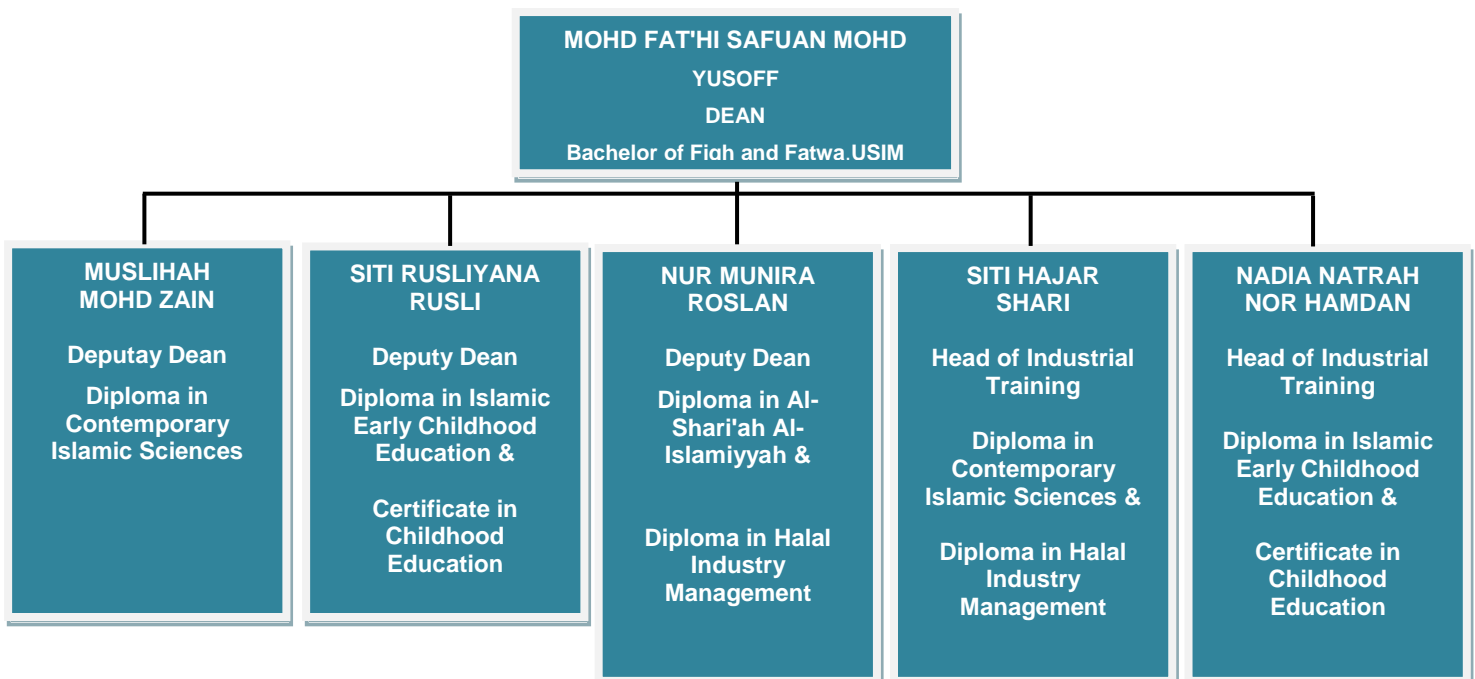
Faculty of Social Sciences (FSS) emphasizes on lifelong learning which integrates between the worldly knowledge and the knowledge of the hereafter. The school consists of highly trained lecturers dedicated towards achieving its mission and vision especially in producing global Islamic professionals. The school has always maintained close relationship between lecturers and students. The students are exposed not only to the theoretical part of the knowledge but also to the practical part of the course throughout their academic years.

At the moment, the school is focusing on four diploma as one certificate programme which are Diploma in Islamic Early Childhood Education, Diploma in Contemporary Islamic Sciences, Diploma in Al-Shari'ah Al-Islamiyyah, Diploma in Halal Industry Management and Certificate in Early Childhood Education as its stepping stone for the future development of other programs. The school also offers the MPU required courses and elective courses prepared for all certificate and diploma levels programs.

Besides that, the school is seriously concern about the current issues in the Muslim world. In facing the globalization challenges, our new generations are easily exposed towards negative influences. Some say that moral degradation is due to globalization but we beg to differ. In upholding the objective of college towards creating Islamic professionals, we want our students to move forward in line with globalization. Our strategy is by providing the students with strong foundation in understanding the teachings of Islam.

The purpose of our education is to ensure that the students understand the contents of teaching and to enable them to internalize the values practically. In order to achieve this objective, SOSS takes effort by organizing Usrah and Ibadah Camp programs. These programs are considered as graduation requirement for the students. We believe that by organizing such programs, we are able to promote awareness to the students on the beauty of Islam and its role as the way of life; a path toward success. With firm basis in understanding the teachings of Islam, Insyallah our students could hinder themselves from immoral activities.

ORGANIZATION CHART



ABOUT DIPLOMA IN ISLAMIC EARLY CHILDHOOD EDUCATION PROGRAMME

Diploma in Islamic Early Childhood Education (DCE) program develops the foundations for future early childhood educators in educating young children from newborn to 8 years. Early childhood education is a challenging profession, in which one helps children lay the foundation for their overall skill development and for succeeding in life. Early years studies confirm what educators have known for years: that what happens early in life sets the "wiring" for the brain's future functioning.

The focus of DCE program is balance between physical, moral, social, cognitive and spiritual development. The students are assessed on their ability to demonstrate learning outcomes in both academics and field work, as outlined by the Malaysian National Accreditation Board.

The Modules you will study

You will normally study five to six modules in each year. Each module is worth 20 credits and requires you to engage with at least 120 hours of learning time. This time will be spent in class contact (about 42 hours), private study and assignment preparation.

Each module is assessed through a mixture of written assignments, case study reports, presentations and examinations.

CAREER OPPORTUNITIES & FURTHER STUDY

Upon graduation you should be eligible to progress to one of the following:

- a. Employment in both Government and private sectors in early childhood related areas
- b. Became a qualified entrepreneur and childcare provider
- c. Pursuing study in bachelor degree level in both local and international higher learning education providers

PROGRAMME EDUCATION OUTCOMES

Upon the completion of the programme, graduate are expected to:

1. Early Childhood Educators who have relevant and related knowledge and technically competence in good digital and numeracy skills.
2. Early Childhood Educators who have caring personality, positive attitudes and entrepreneurial mind set in providing early childhood care and educational services.
3. Early Childhood Educators who are responsible and accountable in engaging families and communities through good communication and interpersonal skills in ensuring the well-being of children.
4. Early Childhood Educators who are professional, ethical and sustainable practices in carrying out their duties in providing early childhood care and education at all settings.

DIPLOMA IN EARLY CHILDHOOD EDUCATION PROGRAMME OUTCOMES

Upon completion of the programme we want you to will be able to:

- a. Describe the relevant and related body of knowledge in early childhood education;
- b. Apply developmentally appropriate learning experiences for children;
- c. Apply safe, healthy and nurturing environment in early childhood settings;
- d. Apply relevant and related numeracy skills to solve problems in educating young children
- e. Apply current digital technology in caring and educating young children
- f. Demonstrate the caring and positive attitudes in delivering early childhood care and education services.
- g. Discuss entrepreneurial mind-set in early childhood services.
- h. Involve with families and communities through communication and good Interpersonal skills in enhancing quality ECE services.
- i. Display leadership skills with a sense of accountability in engaging with colleagues.
- j. Exhibit professionalism and ethics in providing early childhood care and education services,

ENTRY REQUIREMENTS

SPM/SPMV

A pass in SPM with a minimum of 3 credits in any subject or its equivalent; OR

STPM

A pass in Sijil Tinggi Persekolahan Malaysia (STPM) with a minimum of Grade C (GP 2.0) in any subject or its equivalent; OR

STAM

A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul; OR

SKM

A pass in SKM level 3 in Early Child Care/Preschool and pass SPM with a minimum of 1 credit in any subject; OR

Equivalent (Pass with II)

Certificate in Early Childhood Education (ECE) or its equivalent; OR
A Certificate in any field or its equivalent.

DCE PROGRAMME STRUCTURE AND MODULE OVERVIEW



FACULTY OF SOCIAL SCIENCES

LIST OF COURSES FOR DIPLOMA IN ISLAMIC EARLY CHILDHOOD EDUCATION (DCE)

MPU COMPULSORY COURSES

| NO | COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | PRE-REQUISITE |
|----|-------------|---|--------------|---------------|------------|---------------|
| 1 | MPU2163 OR | MALAYSIAN STUDIES (FOR LOCAL STUDENTS) | 3 | 3 | SOSS | |
| | MPU2133 | BAHASA MELAYU KOMUNIKASI 1 (FOR INTERNATIONAL STUDENTS) | | | CEL | |
| 2 | MPU2213 | BAHASA KEBANGSAAN A (FOR LOCAL STUDENTS WHO DO NOT EARN CREDIT IN BAHASA MELAYU AT SPM LEVEL) | 3 | 3 | CEL | |
| | *MPU2233 OR | PRESENTATION SKILLS | | | | |
| | *MPU2263 | IT ESSENTIALS | | | SICT | |
| 3 | MPU2333 OR | MEDIA AND SOCIETY | 3 | 3 | SICT | |
| | MPU2343 | HUMAN RELATIONS | | | SOM | |
| 4 | MPU2412 OR | IBADAH CAMP (FOR LOCAL STUDENTS) | 2 | 2 | STADD | |
| | MPU2422 | INTERCULTURAL PROGRAM (FOR INTERNATIONAL STUDENTS) | | | STADD | |

TOTAL CREDIT HOURS FOR MPU COMPULSORY COURSES = 11

COLLEGE COMPULSORY COURSES

| NO | COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | PRE-REQUISITE |
|----|-------------|------------------------|--------------|---------------|------------|---------------|
| 1 | CEL1231 | INTERMEDIATE ENGLISH 1 | 3 | 3 | CEL | |
| 2 | CEL1232 | INTERMEDIATE ENGLISH 2 | 3 | 3 | CEL | CEL1231 |
| 3 | CEL2233 | ADVANCED ENGLISH 1 | 3 | 3 | CEL | CEL1232 |
| 4 | CEL2234 | ADVANCED ENGLISH 2 | 3 | 3 | CEL | CEL2233 |

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 12

CORE COURSES

| NO | COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | PRE-REQUISITE |
|----|-------------|---|--------------|---------------|------------|--------------------------------|
| 1 | DCE1231 | FOUNDATION IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 2 | DCE1232 | EARLY CHILDHOOD GROWTH AND DEVELOPMENT | 3 | 3 | SOSS | |
| 3 | DCE1233 | CURRICULUM FOR EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 4 | DCE1234 | ISLAMIC PROFESSIONAL EARLY CHILDHOOD EDUCATOR | 3 | 3 | SOSS | |
| 5 | DCE1235 | PEDAGOGY IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 6 | DCE1236 | SPECIAL NEEDS AND INCLUSION IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 7 | DCE1237 | OBSERVATION, ASSESSMENT AND EVALUATION IN YOUNG CHILDREN | 3 | 3 | SOSS | |
| 8 | DCE2231 | MANAGING CHILD BEHAVIOUR | 3 | 3 | SOSS | |
| 9 | DCE2232 | SOCIAL STUDIES IN EARLY CHILDHOOD | 3 | 3 | SOSS | |
| 10 | DCE2233 | EARLY SCIENCE & MATHEMATICS | 3 | 3 | SOSS | |
| 11 | DCE2234 | CREATIVE ARTS FOR YOUNG CHILDREN | 3 | 3 | SOSS | |
| 12 | ***DCE2235 | ISLAMIC EDUCATION IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 13 | DCE2236 | TEACHING ENGLISH IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 14 | **DCE2237 | PENGAJARAN & PEMBELAJARAN BAHASA MALAYSIA UNTUK KANAK-KANAK | 3 | 3 | SOSS | |
| 15 | DCE2238 | HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN | 3 | 3 | SOSS | |
| 16 | DCE3231 | PHYSICAL EDUCATION AND CHILDREN WELL-BEING | 3 | 3 | SOSS | |
| 17 | DCE3232 | ICT IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 18 | DCE3233 | FAMILY AND COMMUNITY PARTNERSHIP IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 19 | DCE3234 | MANAGING EARLY CHILDHOOD CARE AND CENTRE | 3 | 3 | SOSS | |
| 20 | DCE3235 | ENTREPRENEURSHIP IN EARLY CHILDHOOD EDUCATION | 3 | 3 | SOSS | |
| 21 | PTD3236 | PRACTICUM 1 | 3 | | SOSS | COMPLETED ALL THE CORE COURSES |
| 22 | PTD3237 | PRACTICUM 2 | 3 | | SOSS | |

TOTAL CREDIT HOURS FOR CORE COURSES = 66

ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE

| NO | COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | PRE-REQUISITE |
|----|-------------|---|--------------|---------------|------------|---------------|
| 1 | DEE2232 | TEACHING ARABIC LANGUAGE TO PRE-SCHOOL CHILDREN | 3 | 3 | SOSS | |
| 2 | DEE2234 | FIRST AIDS FOR YOUNG CHILDREN | 3 | 3 | SOSS | |

TOTAL CREDIT HOURS FOR ELECTIVE = 3

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92

*Students with credit Bahasa Melayu in SPM must complete 3 credits from MPU2233 Presentation Skills or MPU2263 IT Essentials

**INTERNATIONAL STUDENT WILL TAKE 2 ELECTIVE COURSES INSTEAD OF TAKING PENGAJARAN & PEMBELAJARAN BAHASA MALAYSIA UNTUK KANAK-KANAK (DCE2237)

***NON-MUSLIM STUDENT WILL TAKE 2 ELECTIVE COURSES INSTEAD OF TAKING ISLAMIC EDUCATION IN EARLY CHILDHOOD EDUCATION (DCE2235)

STUDY PLAN OF DIPLOMA IN ISLAMIC EARLY CHILDHOOD EDUCATION

STUDY PLAN FOR DIPLOMA IN ISLAMIC EARLY CHILDHOOD EDUCATION (FULL TIME)

| | | YEAR 1 | | | YEAR 2 | | | YEAR 3 | |
|------------------|--|---|--|---|---|---|---|----------------------------------|---------------------------|
| | | Semester 1 | Semester 2 | Semester 3 | Semester 1 | Semester 2 | Semester 3 | Semester 1 | Semester 2 |
| LIST OF COURSES: | INTERMEDIATE ENGLISH 1 CEL1231 3 credits | INTERMEDIATE ENGLISH 2 CEL1232 3 credits <i>PreReq CEL1231</i> | ADVANCED ENGLISH 1 CEL2233 3 credits <i>PreReq CEL1232</i> | ADVANCED ENGLISH 2 CEL2234 3 credits <i>PreReq CEL2233</i> | TEACHING ENGLISH IN EARLY CHILDHOOD EDUCATION DCE2236 3 credits | ICT IN EARLY CHILDHOOD EDUCATION DCE3232 3 credits | FAMILY AND COMMUNITY PARTNERSHIP IN EARLY CHILDHOOD EDUCATION DCE3233 3 credits | PRACTICUM 1 PTD3236 3 credits | TOTAL CREDITS COMPLETED : |
| | MALAYSIAN STUDIES MPU2163 (LOCAL) OR BAHASA MELAYU KOMUNIKASI 1 MPU2133 (INTERNATIONAL) 3 credits | ISLAMIC PROFESSIONAL EARLY CHILDHOOD EDUCATOR DCE1234 3 credits | BAHASA KEBANGSAAN A MPU2213 OR PRESENTATION SKILLS MPU2233 OR IT ESSENTIALS MPU2263 3 credits | SOCIAL STUDIES IN EARLY CHILDHOOD DCE2232 3 credits | PENGAJARAN & PEMBELAJARAN BAHASA MALAYSIA UNTUK KANAK- KANAK DCE2237 3 credits | ELECTIVE COURSE (Choose 1 only) TEACHING ARABIC LANGUAGE TO PRE-SCHOOL CHILDREN DEE2233 OR FIRST AIDS FOR YOUNG CHILDREN DEE2234 3 credits | MEDIA AND SOCIETY MPU2333 OR HUMAN RELATIONS MPU2343 3 credits | PRACTICUM 2 PTD3237 3 credits | |
| | FOUNDATION IN EARLY CHILDHOOD EDUCATION DCE1231 3 credits | PEDAGOGY IN EARLY CHILDHOOD EDUCATION DCE1235 3 credits | MANAGING CHILD BEHAVIOUR DCE2231 3 credits | EARLY SCIENCE & MATHEMATICS DCE2233 3 credits | HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN DCE2238 3 credits | | MANAGING EARLY CHILDHOOD CARE AND CENTRE DCE3234 3 credits | | |
| | EARLY CHILDHOOD GROWTH AND DEVELOPMENT DCE1232 3 credits | SPECIAL NEEDS AND INCLUSION IN EARLY CHILDHOOD EDUCATION DCE1236 3 credits | | CREATIVE ARTS FOR YOUNG CHILDREN DCE2234 3 credits | PHYSICAL EDUCATION AND CHILDREN WELL-BEING DCE3231 3 credits | | ENTREPRENEURSHIP IN EARLY CHILDHOOD EDUCATION DCE3235 3 credits | | |
| | CURRICULUM FOR EARLY CHILDHOOD EDUCATION DCE1233 3 credits | OBSERVATION, ASSESSMENT AND EVALUATION IN YOUNG CHILDREN DCE1237 3 credits | | ISLAMIC EDUCATION IN EARLY CHILDHOOD EDUCATION DCE2235 3 credits | USRAH 4: JUNIOR APPRENTICE USR2004 | | IBADAH CAMP (MUSLIM) MPU2412 OR INTERCULTURAL PROGRAM (NON MUSLIM) MPU2422 2 credits | | |
| | USRAH 1: AM I A GOOD MUSLIM (MUSLIM) USR2001 | USRAH 2: PROFESSIONAL MUSLIM TO BE OR NOT TO BE (MUSLIM) USR2002 | | USRAH 3: 3 VS: VIRTUES VERSES VICES (MUSLIM) USR2003 | | | | | |
| | Total Cred | 9 | 15 | 9 | 15 | 12 | 6 | 14 | |

ACADEMIC YEAR

The Academic Calendar

| LONG SEMESTER | DURATION (Week) |
|-----------------------------|--------------------|
| Study Week | 14 |
| End of Semester Examination | 1-2 |

The Programme Academic Year is divided into two semesters which are long and short semester.

| SHORT SEMESTER | DURATION (Week) |
|-----------------------------|--------------------|
| Study Week | 7 |
| End of Semester Examination | 1-2 |

CORE COURSE SYNOPSIS

FOUNDATION IN EARLY CHILDHOOD EDUCATION

This subject introduces the various concepts and ideologies in early childhood education. It helps the students to understand the balance in theory and practice concerning the concepts of early childhood education in Malaysia and international perspectives. It also involves the understanding of the roles of educators in education and it discusses the global understanding in developing the effective learning system for children development.

EARLY CHILDHOOD GROWTH AND DEVELOPMENT

The course is offered for year one diploma students in order to expose them on child development from prenatal until late childhood. It also elaborates that children development and growth is largely influenced by their parents, peers, environment and society. The inculcation of moral values is vital in shaping positive behaviour among children. Both theory and practical parts are applied.

CURRICULUM FOR EARLY CHILDHOOD EDUCATION

This course is provided for year one diploma students. It exposes the students to the preparation of curriculum for various types of child care and education centre. It discusses theoretically the methods of educational process and it trains practically implementation and assessment of nursery and pre-school curriculum. Hence, this course also discusses the national standard Pre school curriculum comprehensively.

ISLAMIC PROFESSIONAL EARLY CHILDHOOD EDUCATOR

This course is offered for the first semester diploma students. It elaborates the sources and the basics elements in Islamic education. It is very important to identify the Islamic and non-Islamic education in order to avoid any confusion among the Muslim educators. This course gives theoretical understanding of Islamic Education.

PEDAGOGY IN EARLY CHILDHOOD EDUCATION

This course discussed approaches and strategies, which will be used in ECE classroom. Decision making skills are also provided to students which will assist students in managing with different types of students. Students will also be given practice in planning their teaching learning affectively.

SPECIAL NEEDS AND INCLUSION IN EARLY CHILDHOOD EDUCATION

The subject offered is aimed to expose the students on special education needs and inclusion for children and its categories. The course also discusses on how to identify through the assessment and evaluation. It also gives explanation on the ways in helping children with special needs.

OBSERVATION, ASSESSMENT AND EVALUATION IN YOUNG CHILDREN

This subject introduces students to the variety of assessment methods and test in early childhood. It helps students to comprehend the purposes of assessment in early childhood and issues in testing young children. This subject will also expose students in applying the assessment methods and tests based on the developmental milestones in early childhood setting.

MANAGING EARLY CHILDHOOD BEHAVIOR

The course offered is for year two diploma students. It's aimed to give exposure to the students in understanding and managing children behaviour. In general, children behaviour is largely influenced by their environment and family. It is imperative to understand children behaviour and to intervene their misbehaviour. Students will be exposed to relevant theories and will be trained practically to manage children's behaviour and mould positive behaviour among them.

SOCIAL STUDIES IN EARLY CHILDHOOD

This course discusses on development of children in stages based on the basic theories of children's development and learning. In addition, it exposes students to the children's learning process according to their ages. Students would be able to choose effective and practical educational approaches by comprehending relationship between development of children and their stages of learning. Both theoretical and practical approaches are involved.

EARLY SCIENCE & MATHEMATICS

The course is offered for year two diploma student. It is aimed to give exposure to the students on early science and mathematics for young children. Students would be able to enhance their knowledge in teaching science and mathematics to young children. Through theoretical and practical approaches of this course, it is hoped that students would be able to apply the knowledge of science and mathematics they have learnt as well as practicing an effective teaching process to young children.

CREATIVE ARTS FOR YOUNG CHILDREN

This course familiarizes students with approaches to the creative arts in early childhood education. Students will learn about the visual arts, music, movement, and drama activities for young children and how creative arts foster total development. The teacher's role in planning developmentally appropriate creative arts curriculum will be emphasized throughout the course. Students will have opportunities to design, implement, and participate in various creative arts projects.

ISLAMIC EDUCATION IN EARLY CHILDHOOD EDUCATION

This course elaborates the sources and the basic elements in Islamic education. It is very important to identify the Islamic and non-Islamic education in order to avoid any confusion among the Muslim educators. This course gives theoretical understanding of Islamic Education in early childhood.

TEACHING ENGLISH IN EARLY CHILDHOOD EDUCATION

The course is aimed to give exposure to the students on different levels of literacy development among children. It elaborates several theories on early literacy among children. Through this subject, students are trained to apply different techniques in helping children developing their literacy. On top of that, students are exposed towards the phonetic teaching method. This method is the most effective approach in order to build up children's ability in reading in English. The syllabus involved both theoretical and practical methods applied.

PENGAJARAN DAN PEMBELAJARAN BAHASA MALAYSIA UNTUK KANAK-KANAK

Mata pelajaran ini bertujuan memberi pendedahan kepada para pelajar tentang pedagogi pengajaran Bahasa Melayu untuk kanak-kanak prasekolah. Ia merangkumikemahiran-kemahiran mendengar, membaca, bertutur dan penulisan. Ia merangkumiteori dan praktikal.

HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN

This course is offered for year two diploma students. This course is aimed to expose safety policy and treatment of injuries. Besides, student will be exposed on how to create a safety policy for childcare centre. It includes both theoretical and practical methods of study.

PHYSICAL EDUCATION AND WELL-BEING

This course is offered for year two diploma students. This course is aimed to expose physical education, child health and well-being. Besides, student will be exposed on how to create safe and healthy environment for children. It includes both theoretical and practical methods of study.

ICT IN EARLY CHILDHOOD EDUCATION

The course discusses both traditional and innovative technologies to facilitate and foster meaningful and effective learning. Researches and field observation on the effectiveness of any supporting material in teaching are utilized to further enhance and facilitate the delivery of instruction in the teaching-learning process.

FAMILY AND COMMUNITY PARTNERSHIP IN EARLY CHILDHOOD EDUCATION

The subject offered is aimed to expose the students to the importance of partnership in early childhood education and the roles of parent, family and community in early year education. Children's education begins from home and parent as well as family involvement able to boost up their holistic development. Cooperation and partnership between parents, family, community and teachers is also important in helping the children's learning process at school and home.

MANAGING EARLY CHILDHOOD CARE AND CENTRE

This course is offered for year three diploma students. This course is aimed to expose guidelines for documentation process and management of a kindergarten. Besides, student will be exposed on how to prepare and develop program planning for early childhood education center.

ENTREPRENEURSHIP IN EARLY CHILDHOOD EDUCATION

This course is offered to year 3 diploma students. It exposes students on child care management. It exposes students on child care management. It will also expose students to procedures to establish a kindergarten or nursery. Students will be trained to develop curriculum planning and policies that should be abide to establish a kindergarten or nursery. Both theoretical and practical methods applied.

ASSESSMENT PLAN ON CORE SUBJECTS

A range of assessments are used including portfolios of work, case studies, reports, essays, open-book and closed-book examinations and presentations to assess the performance of students. These assessments are identified in the tables below. They ensure that you experience a wide range of assessment methods. A number of modules make use of both in-course assessments and some form of examination.

This helps to ensure that you develop information gathering skills, knowledge and understanding, application, analysis and evaluation of knowledge, presentation and writing skills, as well as ensuring the validity of the assessment process. This variety of assessment methods also allows the programme and module learning outcomes to be assessed in a systematic and appropriate way.

STUDENT CODE OF CONDUCT

The purpose of the code is to monitor student's discipline. The code divide the offences into two categories, Minor offences and Major Offence

Minor Offences

- Smoking
- Illegal assemblies
- Breaching traffic rules
- Purposely missing lectures/activities
- Cleanliness
- Contempt of college authority
- Disrupting class, administrative work or activities

Penalty for Minor Offences

A student who is found guilty for a minor disciplinary offence shall adhere to the following disciplinary procedure.

- a) A written first warning shall be issued and a fine of RM10 shall be imposed by the Disciplinary Unit to the student informing the student of his or her offence and for the students to attend a meeting with the Disciplinary Unit within three days from the date of issuance of the first warning and the fine.
- b) If the student fails to meet with the Disciplinary Unit, a written second warning shall be issued to the student informing the student to meet with the Disciplinary Unit within three days from the date of issuance of the second warning and a fine of RM25 shall be imposed by the Disciplinary Unit.
- c) If the student fails to meet with the Disciplinary Unit for the second time, his or her failure to do so shall be considered as a major disciplinary offence and the student is subject to the punishment under rule 29.
- d) If the student commits the same offence for the third time on separate occasion, a fine of RM50 shall be imposed and a warning in writing shall be issued by the Disciplinary Unit to the student informing the student of his or her offence and for the student to attend a meeting with the Disciplinary Unit within three days from the date of issuance such warning and fine. If the student fails to meet with the Disciplinary Unit, his or her failure to do so shall be considered as a major disciplinary offence and the student is subjected to the punishment under rule 29.
- e) If the student commits the same offence for the third time on separate occasion, the offence shall then be considered as a major disciplinary offence and the student is subject to the punishment under rule 29.

Major Offences

- Reproduction of College Materials
- Indecent Behaviors (*Married couples please inform College)
- Vandalism
- Gaming
- Theft
- Drugs
- Drunk & Disorderly Behavior

Disciplinary Punishment for Major Offences

A student who is found guilty of a disciplinary offence shall be liable to any one or any appropriate combination of two or more of the following punishment:

- Reprimand (stern warning)
- A fine not exceeding RM200
- Suspension from study for a specified period
- Suspension from any or all of the facilities of the College for a specified period
- Exclusion from any part of the College for a specified period
- Exclusion from the College
- Undergoing counseling session(s)

STUDENT LEARNING SUPPORT SERVICES AND FACILITIES

ACADEMIC SERVICES

The Academic services of the International Islamic College comprises of three main departments, headed by the Director of Academic. The main objective of these departments is to assist students in academic matters, especially in the relation to academic performance. These departments are actively involved in planning, implementing and monitoring academic policies and procedure to create a conducive, efficient and effective administrative environment for students in the process of learning. These departments are:

- **Scheduling and Examination Department (SED)**

The main function of this department is to coordinate and conduct the centre examination including placement test, processing the results and facilitating appeals for the re-check of answers scripts and re-admission.

- **Admission & Students Records Department (ARD)**

The main function is to manage, select and evaluate applications for admission, while maintaining and updating student's personal files.

- **Academic and Accreditation Department (AAD)**

The main function is to introduce an effective quality assurance management into the college processes and operations including preparing the MQA documentation.

| | | |
|---------------|---|---|
| Service Hours | : | 8.30am – 5.30 pm |
| Venue | : | Level 1, West Wing, Academic Division – SED & ASR Level 2, West Wing, Academic Division - AMQC |

TAN SRI DATO' SERI SANUSI JUNID LIBRARY

The library in IIC is known as Tan Sri Dato' Seri Sanusi Junid Library. The TSDSSJ Library that provides resources, services, and other related facilities include the discussion room, carrel desk, reading area, looker and etc to meet the teaching and learning. The services provided include as below:

- Circulation & Information Counter
- Discussion Room
- Reading Area
- Carrel Tables
- Activity Room
- Computer Lab and Internet Wireless
- Past Year Exam Paper Collection (PYEP)
- Online Public Access Catalogue (OPAC)
- Lockers

Operating Hours:

| DAY | TIME |
|---------------------------|-----------------|
| Monday - Friday | 8.30am – 5.30pm |
| Monday – Friday (Ramadan) | 8.30am – 4.30pm |
| Saturday, Sunday | CLOSED |
| Public Holiday | CLOSED |

Venue: Level 1, West Wing, Tan Sri Dato' Seri Sanusi Junid Library

IT DEPARTMENT

Consultation Service: Service desk:

- Helping user solve problem and providing phone or direct consultation
- Creating user account, changing password, data request
- Troubleshooting all computer and network issue

Operation Hours:

| Day | School Hour | Holiday |
|------------------|---------------------------------------|---------|
| Monday to Friday | 8:30am – 5.30pm | Closed |
| Saturday | Closed (*standby mode as per request) | Closed |
| Sunday | Closed (*standby mode as per request) | Closed |

Internet Services

Operation hour: 24 hours

Regulation of Internet surfing

- College shall not be held accountable for user's misconduct on Internet surfing.
- Internet users shall not arbitrarily changes computer IP address, without permission from computer center network administrator or residential advisor.
- Internet users shall not develop their own website, which may be misused
- Slow down the speed of the network.

Venue: Ground Floor, East Wing, IT Department

STUDENTS AFFAIRS AND DEVELOPMENT DEPARTMENT (STADD)

The main objective of this division is to create awareness among the students on their role and functions as future leaders. It comprises of the following departments:

Counseling Service (Student Counseling Office)

Objectives:

- a. To enhance students' self-understanding, problem-solving ability, social relationship, self-discovery to become independent.
- b. To assist students in searching a job according to their strengths and interests to achieve their own goals in career development.
- c. To ensure the welfare and the wellbeing of the student is well taken care off.

Venue: Level 3, East Wing, Students Affairs and Discipline Division

Student Service Categories:

a. Individual and group counselling services

Provide individual and group counseling to facilitate students to achieve self-understanding and self-growth in both life and work.

b. Job searching/hunting

Assist students in searching jobs based on their strengths and interests.

c. Job searching information websites & notice boards

Provide information of job vacancies and recruitments in the community.

d. Seminars & workshops

Invite guest speakers or specialists to give talks and share their experiences with students.

Student Off-campus Accommodation:

Current IIC accommodation is provided by RG Hostel Management (RGHM) which also IIC's strategic business partner. IIC and RGHM work very closely to ensure students' accommodation, and welfare off campus is well taken care off. The current locations of RGHM accommodations service are as follows:

| NO | HOSTEL |
|----|---------------------------|
| 1. | M3 Mall Apartment |
| 2. | Hostel Meranti |
| 3. | Sentul Junction Residency |

Transportation buses service is provided for students. Bus trips are based on the schedule of their respective classes.

Student Development Assistance

IIC offers various short courses or additional classes to build students' skills in various fields. Some courses are offered for free. The courses and extra classes are including:

- a. Workshops learning techniques
- b. Academic skills workshops such as writing skills, a study and the like.
- c. Personal development workshops such as Public Speaking, Grooming and Development, time management and etc.
- d. Technical assistance using the computer
- e. Seminars, Forums and Workshops organized from time to time on issues about their area of specialization, education and other issues.

Besides that, students can get academic advice through a variety of ways. IIC will provides an opportunity for students and open a discussion with students through individual and group meetings with the lecturer, course coordinator or Dean, who are scheduled each semester. These meetings aimed to get students respond directly and discuss the progress of students on academic matters. Apart from meetings, any student can make an appointment with the lecturer, course coordinator or Dean to discuss any problem

FINANCIAL SERVICES BY PTPTN

Perbadanan Tabung Pendidikan Tinggi Nasional (PTPTN) has listed IIC as Grade 'A' college since 2004. This is due to the fact that IIC has fulfilled and met the PTPTN requirements in terms of application, distribution of offer letters, confirmation of status as well as confirmation of payment to the students' accounts.

OTHER FACILITIES

- i. Cafeteria
- ii. Futsal Court
- iii. Badminton Court
- iv. Netball
- v. Music Lounge
- vi. Gym
- vii. Wireless Point / Computer Lab
- viii. Matric Card
- ix. Musolla
- x. IIC Great Hall

STUDENT RECEIVED

NAME:

DATE: