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 Intergrity
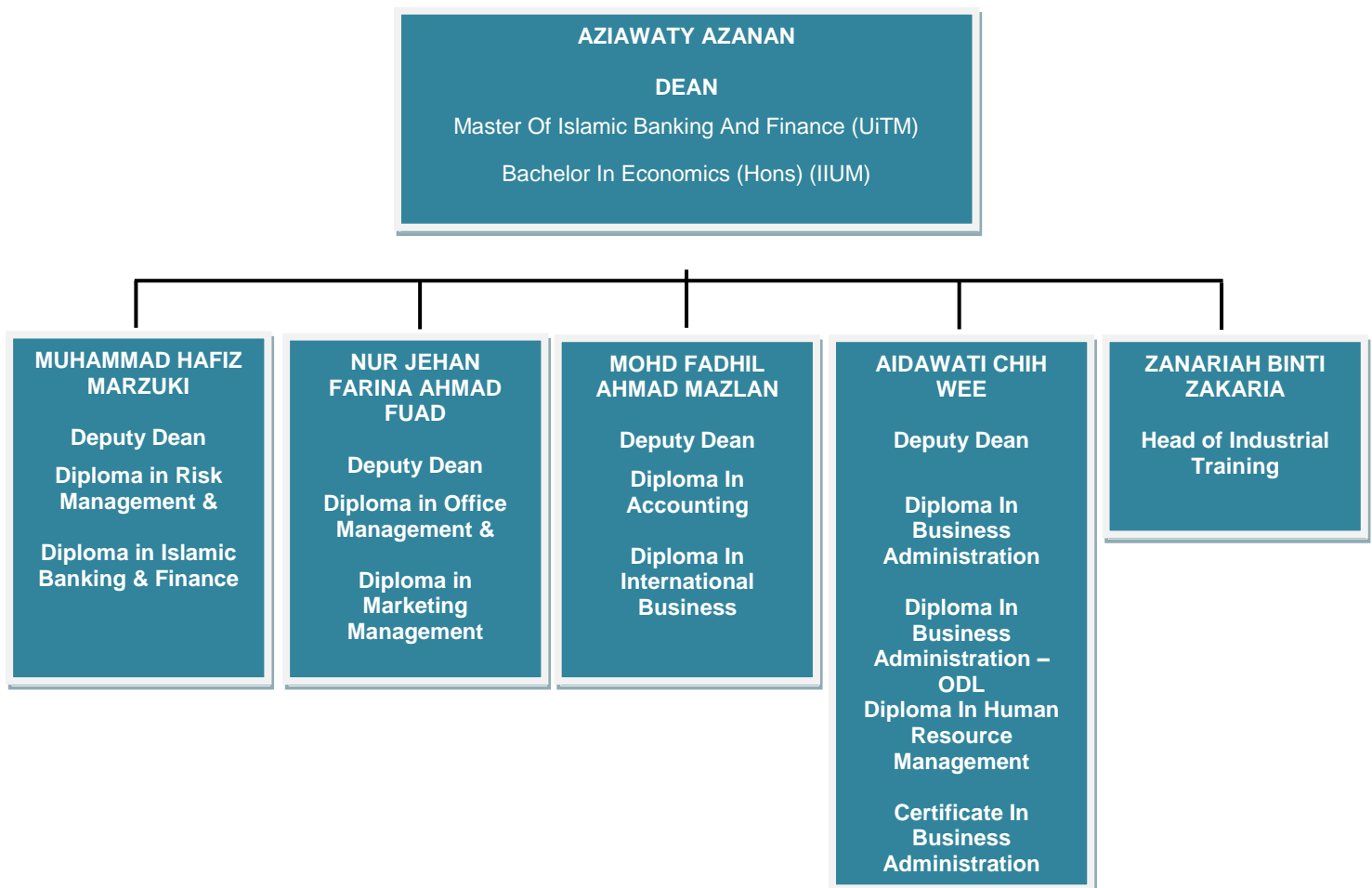
D Discipline

E Excellence

ABOUT FACULTY OF BUSINESS AND MANAGEMENT

Faculty of Business and Management (FBM) is a faculty filled with highly dedicated, hardworking, and passionate educators. It is a team-oriented faculty. We are here to educate, groom and mould the future generation into becoming a well-rounded person that will better serve the society in the future. We believe that each one of our children is unique in their own special way and it is our duty to bring out the best of them.

Courses offered by FBM are a blend of behavioral, functional and financial aspects. This blend of knowledge is to reflect the demands of the market. Instilling Islamic values too has always been our top priority, in parallel with the vision of IIC that is to produce Islamic professionals. All of these important, imperative aspects are vital for students to face the ever challenging working environment.

Further, courses offered by FBM have been designed and developed to allow students to have the opportunity to acquire knowledge, develop skills and cultivate attitude in conformity with the Islamic values which will help to utilize their potentials to the utmost possible and to expand or enhance their career opportunities.

ORGANIZATION CHART

AZIAWATY AZANAN

DEAN

Master Of Islamic Banking And Finance (UiTM)

Bachelor In Economics (Hons) (IIUM)

MUHAMMAD HAFIZ MARZUKI

Deputy Dean

Diploma in Risk Management &

Diploma in Islamic Banking & Finance

NUR JEHAN FARINA AHMAD FUAD

Deputy Dean

Diploma in Office Management &

Diploma in Marketing Management

MOHD FADHIL AHMAD MAZLAN

Deputy Dean

Diploma In Accounting

Diploma In International Business

AIDAWATI CHIH WEE

Deputy Dean

Diploma In Business Administration

Diploma In Business Administration – ODL

Diploma In Human Resource Management

Certificate In Business Administration

ZANARIAH BINTI ZAKARIA

Head of Industrial Training

ABOUT DIPLOMA IN ACCOUNTING PROGRAMME

Diploma in Accountancy (DIA) provides students with the prospect of obtaining effective knowledge and skills in accounting studies. The programme gives a sound knowledge of the principles and core concepts of accounting, along with an analysis of the various corporate financial statements. This programme enables students to adopt an enquiring and creative approach, to exercise critical awareness of issues in accounting. The diploma equips students with knowledge, skills and understanding of the best practices in accounting and an appreciation of the value of research, critical thinking and effective communication. Diploma in Accountancy provides exposure or opportunities for students to acquire a very strong comprehension of accounting to meet the growing challenges and demands of an accounting career in today's modern economy.

DIA Programme Outcomes

Upon completion of the programme, graduates should be able to:
a. Explain the role of accounting in private and public sector organisations;
b. Identify financial and non-financial information in assisting decision making process;
c. Prepare full set of accounts for sole proprietorship, partnerships and companies;
d. iv.Prepare costing and management accounting information;
e. Assist in preparation of tax computation, audit process and finance functions;
f. Apply information technology for recording accounting information;
g. Apply values, ethics, morality and professionalism in their work;
h. Apply managerial and entrepreneurial skills;
i. Communicate effectively with the management team; and
j. Engage in life-long learning.

ENTRY REQUIREMENTS

i. A pass in SPM or its equivalent with a minimum of 3 credits including Mathematics, and a pass in English; OR
ii. A pass in Sijil Tinggi Persekolahan Malaysia (STPM) or its equivalent, with a minimum of Grade C (GP 2.0) in any subject, and credits in Mathematics and a pass in English at SPM level; OR
iii. A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul (pass) and credits in Mathematics and a pass in English at SPM level; OR
iv. A pass in SKM Level 3 in a related field and a pass in SPM with a minimum of 1 credit in any subject with credits in Mathematics and a pass in English; OR
v. A certificate or its equivalent in a related field.

INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA
Member of International Islamic University Malaysia

FACULTY OF BUSINESS AND MANAGEMENT

PROGRAMME STRUCTURE

LIST OF COURSES FOR DIPLOMA IN ACCOUNTING (DIA)

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 MALAYSIA 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				
	*MPU2253	PROCESS WRITING				
	*MPU2263	IT ESSENTIAL	3	3	SICT	
3	MPU2323 OR	POLITICAL SCIENCE			SOSS	
	MPU2343	HUMAN RELATIONS	3	3	SOM	
	*MPU2333	MEDIA AND SOCIETY			SICT	
4	MPU2412 OR	IBADAH CAMP (FOR MUSLIM STUDENTS)	2	2	SOSS	
	MPU2422	INTERCULTURAL PROGRAM (FOR NON MUSLIM STUDENTS)			SOSS	
		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	CEL 1231	INTERMEDIATE ENGLISH 1	3	3	CEL	
2	CEL 1232	INTERMEDIATE ENGLISH 2	3	3	CEL	CEL1231
3	CEL 2233	ADVANCED ENGLISH 1	3	3	CEL	CEL1232
4	CEL 2234	ADVANCED ENGLISH 2	3	3	CEL	CEL2233
		TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 12				

CORE COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	ACC1231	FINANCIAL ACCOUNTING 1	3	3	SOM	
2	ACC2231	FINANCIAL ACCOUNTING 2	3	3	SOM	ACC1231
3	ACC2233	FINANCIAL ACCOUNTING 3	3	3	SOM	ACC2231
4	ACC3231	FINANCIAL ACCOUNTING 4	3	3	SOM	ACC2233
5	ACC3233	FINANCIAL ACCOUNTING 5	3	3	SOM	ACC2234
6	ACC2232	COST ACCOUNTING	3	3	SOM	ACC2231
7	ACC2236	MANAGEMENT ACCOUNTING	3	3	SOM	ACC2232
8	ACC2234	ACCOUNTING INFORMATION SYSTEM	3	3	SOM	ACC2231
9	ACC2237	COMPUTERIZED ACCOUNTING SYSTEM	3	3	SOM	ACC2234
10	ACC2235	AUDITING	3	3	SOM	ACC3233
11	ACC3232	TAXATION	3	3	SOM	ACC3233
12	ACC3235	ACCOUNTING FOR ISLAMIC FINANCIAL INSTITUTION	3	3	SOM	ACC2233
13	ACC2238	FINANCIAL MANAGEMENT	3	3	SOM	ACC2231,QBA1232
14	BUS1234	PRINCIPLES & PRACTICE OF MANAGEMENT	3	3	SOM	
15	BUS1235	PRINCIPLES OF MICROECONOMICS	3	3	SOM	
16	BUS2232	PRINCIPLES OF MACROECONOMICS	3	3	SOM	
17	BUS2237	FOUNDATION OF ISLAMIC ECONOMICS	3	3	SOM	BUS1235
18	LAW2237	COMPANY LAW	3	3	SOM	LAW3235
19	LAW3235	BUSINESS LAW	3	3	SOM	
20	QBA1232	BUSINESS MATHEMATICS	3	3	SOM	
21	QBA1236	BUSINESS STATISTICS	3	3	SOM	
22	ACC3238	ENTERPRENEURSHIP	3	3	SOM	BUS1234,ACC1231
23	PTD3231	PRACTICAL TRAINING	3	3	SOM	COMPLETE 87 CREDIT HOURS
		TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 69				

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92

*Students with credit Bahasa Melayu in SPM must complete 3 credits from MPU2233 Presentation Skills or MPU2253 Process Writing

STUDY PLAN OF DIPLOMA IN ACCOUNTING

STUDY PLAN FOR DIPLOMA IN ACCOUNTING (MATRIC NO DIA182XXX AND ABOVE)

		YEAR 1			YEAR 2			YEAR 3		
List of Subjects		Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Total Credit Hours Completed:
		INTERMEDIATE ENGLISH 1 CEL1231	INTERMEDIATE ENGLISH 2 CEL1232	ADVANCED ENGLISH 1 CEL2233	ADVANCED ENGLISH 2 CEL2234	FINANCIAL ACCOUNTING 4 ACC3231	COMPUTERIZED ACCOUNTING ACC2237	AUDITING ACC2235	PRACTICAL TRAINING PTD3231	
		MALAYSIAN STUDIES MPU2163 / BAHASA MELAYU KOMUNIKASI 1 MPU2133	BAHASA KEBANGSAAN A / MPU2213/ PRESENTATION SKILLS MPU2233 / PROCESS WRITING MPU2253 / MPU2263 IT	POLITICAL SCIENCE MPU2323/ HUMAN RELATIONS MPU2343 / MPU2333 MEDIA AND SOCIETY	COST ACCOUNTING ACC2232	MANAGEMENT ACCOUNTING ACC2236	FINANCIAL ACCOUNTING 5 ACC3233	TAXATION ACC3232		
		BUSINESS MATHEMATICS QBA1232	FINANCIAL ACCOUNTING 1 ACC1231	FINANCIAL ACCOUNTING 2 ACC2231	FINANCIAL ACCOUNTING 3 ACC2233	FINANCIAL MANAGEMENT ACC2238		ACCOUNTING FOR ISLAMIC FINANCIAL INSTITUTION ACC3235		
		PRINCIPLES OF MICROECONOMICS BUS1235	PRINCIPLES OF MACROECONOMICS BUS2232		BUSINESS LAW LAW3235	ACCOUNTING INFORMATION SYSTEM ACC2234		ENTERPRENEURSHIP ACC3238		
		PRINCIPLES & PRACTICES OF MANAGEMENT BUS1234	BUSINESS STATISTICS QBA1236		FOUNDATIONS OF ISLAMIC ECONOMICS BUS2237	COMPANY LAW LAW2237		IBADAH CAMP MPU2412 / INTERCULTURAL PROGRAM MPU2422		
			USRAH: AM I A GOOD MUSLIM (MUSLIM) USR2001 OR CURRENT ISSUES (NON MUSLIM) USR2005		USRAH: PROFESSIONAL MUSLIM TO BE OR NOT TO BE (MUSLIM) USR2001 OR CULTURAL PERSEPCTIVE VIEW (NON MUSLIM) USR2006	USRAH: VIRTUE VS VICES USR2003		USRAH: JUNIOR APPRENTICE USR2004		
Credit Hours/ Sem		15	15	9	15	15	6	14	3	92

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

MATAPELAJARAN UMUM (MPU)

MPU2163 - MALAYSIAN STUDIES
This course is offered for the first year diploma student. It will go down memory lane with its earliest history of the development, birth and growth of the Federation of Malaysia. It also includes the discussion on the ruling structure and the system of our government. This is to make an analysis on the main issues pertaining to the development and social issues of the country that also involve international participation. This course will end with the discussion of important happenings as well as the future challenges. It includes both theoretical and practical methods of study.

MPU2133 - BAHASA MELAYU KOMUNIKASI 1 (FOR INTERNATIONAL STUDENTS)
Kursus ini bertujuan membolehkan pelajar berkomunikasi dalam bahasa Melayu khususnya untuk situasi kehidupan harian pelajar antarabangsa di Malaysia. Penekanan awal tertumpu pada aspek sebutan sebelum kosa kata yang di sesuaian mengikut konteks yang didedahkan. Penggunaan tatabahasa asas turut diselitkan dalam kemahiran berbahasa melalui pelbagai latihan dan kegiatan interaktif. Pada akhir tahap ini, pelajar boleh berinteraksi menggunakan bahasa Melayu dan dapat membaca serta memahami ayat mudah bahasa Melayu. Kursus ini juga turut menekankan aspek penyampaian idea tentang budaya masyarakat di Malaysia. Disamping itu, pelajar juga dapat membiasakan diri dengan bentuk pengucapan umum bahasa Melayu.

MPU2213 - BAHASA KEBANGSAAN A (FOR LOCAL STUDENTS WHO DO NOT EARN CREDIT IN BAHASA MELAYU AT SPM LEVEL)
Tujuan subjek ini diajar adalah untuk mendedahkan kepada para pelajar tentang dasar bahasaMelayu di negara ini dan penggunaan bahasa Melayu yang gramatis dan baik dalam pertuturan mahu pun dalam penulisan. Subjek ini mencakupi kemahiran lisan, membaca, menulis dan kemahiran aspek berbahasa seperti tatabahasa dan penggunaan gaya bahasa yang berlainan.

MPU2233 - PRESENTATION SKILLS
This course aims to develop the students' skills, knowledge and confidence in both formal and informal presentation situations e.g. meetings, training sessions and conferences. Students will have the opportunity to explore and practise key areas in both preparation and delivery of presentations through tutor input and group discussion.

MPU2213 - PROCESS WRITING
Focuses on developing essential writing skills at the sentence and paragraph levels. Emphasizes fluency in the writing process through use of invention strategies, drafting, revising, and editing in order to produce organized and coherent writing.

MPU2333 - MEDIA AND SOCIETY
To expose students to the importance of media, media influence and impact on society, whether in behavior, understanding and development of society itself. This course also to enable students to acquire sufficient understanding and knowledge in our media, culture, and society itself.

MPU2323 - POLITICAL SCIENCE
This subject offered to expose diploma students on important elements in political science and instil responsibilities in developing a civil society by understanding the important issues in political science.

MPU2343 - HUMAN RELATIONS
This course is an introduction to practical application of the principles and concepts of the behavioral science to interpersonal relationships in the business and industrial environment.

MPU2263 - IT ESSENTIALS
This course will provide a general introduction to Information Technology by looking at the various ways in which the technology has changed. The students will be exposed to the hardware component that formed a computer such as input devices and output devices. The students will also be introduced to the basic of computer system and all the selected applications. It will give a general overview of the computer, internet and the world wide web, its services and some of the internet netiquettes. The important elements of the subject are the hardware and software. Students shall be explained about the operating system, application software and utility program of a computer. They also will be exposed to the hardware components that formed a computer such as system unit, storage, input devices and output devices. In addition, students will have a brief explanation about the computer network and communication technologies as well as the computer security and privacy.

MPU2412 - IBADAH CAMP
This course is compulsory for all final semester students. The course is designed to assist local and international Muslim students in understanding the universal values and Islam as way of life. It covers all aspects of human life and organization, such as moral, ethics, knowledge, education, administration and culture. Theory and application methods are applied throughout the whole course.

MPU2422 - INTERCULTURAL PROGRAMME (FOR NON-MUSLIM)
This course is compulsory for all final semester students. The course is designed to assist international non-Muslim students in understanding the universal values and way of life. It covers all aspects of human life and organization, such as moral, ethics, knowledge, education, administration and culture. Theory and application methods are applied throughout the whole course. To expose the students with the practical activities related to community services, acts of worship and personality development.

COLLEGE COMPULSORY COURSES

CEL1231 - INTERMEDIATE ENGLISH 1
This course is the beginning of English courses. It focuses on the extension skills of English, in grammar, reading, speaking and listening, as well as writing. It offers an extended approach to learn new vocabulary by focusing on key, high-frequency items, avoiding unnecessary overload and the grammar syllabus introducing past, present, and future time. The course has higher proportion of speaking activities, maintaining the balance between communicative and more traditional approaches and it staged step-by-step approach building on students' skills and confidence.

CEL1232 - INTERMEDIATE ENGLISH 2
This course is the continuation of the previous English course. It focuses on the extension skills of English, in grammar, reading, speaking and listening, as well as writing. It offers new angles on the syllabus to be covered in reading texts and listening. The vocabulary syllabus focusing on stress and pronunciation of words. The course will help students produce more interesting and accurate writing and provide a mixture of explanation and self-check tasks for grammar syllabus.

CEL2233 - ADVANCED ENGLISH 1

This course is the continuation of the previous English courses. It focuses on thorough skills syllabus, with all four skills systematically developed and integrated through related tasks. It offers Clear, structured approach to grammar where students are encouraged to work out the rules for themselves. It offers an extensive work on vocabulary which concentrates on three key areas: learning new words in lexical sets; acquiring good habits for learning vocabulary; and developing vocabulary 'systems' such as sound and spelling relationships. The course also focuses on integrated skills work where the reading and listening activities contextualize and bring together much previously introduced language. The writing syllabus helps to develop students' written English in a range of situations and registers.

CEL2334 - ADVANCED ENGLISH 2

This course is the continuation of the previous English courses. It focuses on thorough skills syllabus, with all four skills systematically developed and integrated through related tasks. It offers Clear, structured approach to grammar where students are encouraged to work out the rules for themselves. It offers an extensive work on vocabulary which concentrates on three key areas: learning new words in lexical sets; acquiring good habits for learning vocabulary; and developing vocabulary 'systems' such as sound and spelling relationships. The course also focuses on integrated skills work where the reading and listening activities contextualize and bring together much previously introduced language. The writing syllabus helps to develop students' written English in a range of situations and registers.

CORE COURSES

ACC1231 - FINANCIAL ACCOUNTING 1

The course is an introduction to the theory and practices of financial accounting towards meeting modern business challenges and problems. This course will stimulate an awareness and importance of accounting knowledge. This course will provide a basic accounting foundation to everyone who is interested to own a business or working in a company.

ACC2231 - FINANCIAL ACCOUNTING 2

This course is an intermediary to the theory and practice of financial accounting toward meeting modern business challenges and problems. This course will stimulate an awareness of the importance of accounting knowledge. This course will provide a basic accounting foundation to everyone who is interested to own a business or work in a company.

ACC2233 - FINANCIAL ACCOUNTING 3

This course introduces the accounting treatment of manufacturing accounts, departmental accounts, branches and hire purchase. Furthermore, this course provides students with a broader outlook on the preparation of financial statements for business organization.

ACC3231 - FINANCIAL ACCOUNTING 4

The course introduces the principles aspect of companies accounting and mechanics of preparations of financial statements and reporting as required by the Financial Reporting Standards.

ACC3233 - FINANCIAL ACCOUNTING 5

The course introduces the principles aspect of companies accounting and mechanics of preparations of financial statements and reporting as required by the Financial Reporting Standards.

ACC2232 - COST ACCOUNTING

This course is designed to familiarize students to various aspects of cost accounting including valuation, measurement and presentation of cost of different jobs, processes and contracts.

ACC2236 - MANAGEMENT ACCOUNTING

Management accounting is an activity carried out within a business organization. It can be of great importance to a business organization by providing its managers with key information to help them run their business better. Indeed, management accounting is about providing information that assists the management in planning, controlling, decision-making and appraising performance of managers, product as well as the business as a whole.

ACC2234 - ACCOUNTING INFORMATION SYSTEM
The course focus on understanding how the accounting system works, how to collect data about an organization's activities and transactions, how to transform that data into information that management can use to run the organization and how to ensure the availability, reliability and accuracy of that information.

ACC2237 - COMPUTERIZED ACCOUNTING SYSTEM
The course introduces computerised accounting system from the very beginning until year end processing. Basically students need to apply their accounting cycle knowledge.

ACC2235 - AUDITING
This course introduces the concepts and practices of company financial report audits within the assurance framework. It deals primarily with the process by which the external company auditor appraises and reports on the truth and fairness of the company's financial statements. Ethical and legal aspects of the auditing profession are examined with special reference to the By Laws (MIA), Company Act 1965 and International Standard of Auditing.

ACC3232 - TAXATION
This subject deals with the general framework of the Income Tax Act 1967 and is designed to give an understanding on the current law relating to taxation and its practical application to companies, partnerships and individuals.

ACC3235 - ACCOUNTING FOR ISLAMIC FINANCIAL INSTITUTION
The course is designed to provide comprehensive and practical knowledge on Islamic Accounting for Islamic Financial Institutions in Malaysia. It will also highlight and discuss relevant standards, policies, regulations as well as operations related to the Islamic Accounting in the Malaysian context based on Accounting And Auditing Organization for Islamic Financial Institutions (AAOIFI). This includes the Shariah and legal issues in Islamic Accounting.

ACC2238 - FINANCIAL MANAGEMENT
This course is designed to cater students with an initial exposure of finance which applicable for both in personal and managerial finance. At the end of the course students are able to recognize relationship between finance and other business disciplines, as well as to be able to use synergy of those disciplines in decision making.

BUS1234 - PRINCIPLES & PRACTICE OF MANAGEMENT
This course is an introduction to the theory and practice of management and its application toward meeting modern business challenges and problems. The course will stimulate awareness on the importance of management, its functions, and practices in the organization or working environment. This course will provide an approach that covers the management function i.e planning, organizing, leading and controlling used by managers in the global business environment. The course will cover a very broad subject area for students to start with, before having an in depth comprehending on higher-level courses for business.

BUS1235 - PRINCIPLES OF MICROECONOMICS
This course is an introduction to the set of tools that enables us to use our resources efficiently. Economics deals with efficiency – getting rid of waste. Microeconomics operates on the level of individual business firms, as well as that of the individual consumer.

BUS2232 - PRINCIPLES OF MACROECONOMICS
This course is an introduction to the set of tools that enables students to understand macroeconomics principles, the basic economizing problem, the specific economic issues and the policy alternatives. It also enables the students to understand and apply the economic perspective and to reason accurately and objectively economic matters. The course also aims at providing a critical appraisal of certain aspects of capitalist system in light of basic Islamic values, if time allows.

BUS2237 - FOUNDATION OF ISLAMIC ECONOMICS
This course is an introduction and to provide conceptual understandings to Islamic economies and Islamic banking. Thus, enabling students to understand how Islam are linked to economic systems, production, consumption and distribution according to Islamic worldview will be address in this course. Other contemporary Islamic economic issues such as riba' and method used in Islamic banking are also be discussed.

LAW2237 - COMPANY LAW
This course covers several aspects of company law which are essential in the business milieu and cover topics, inter alia, incorporation of company, effects of incorporation, promoters, pre-incorporation contracts, memorandum and articles of association, share and share holding, debt finance, membership and members' remedies, company meetings and directors as well as winding-up.

LAW3235 - BUSINESS LAW
This course begins with a brief introduction of the Malaysian Legal System, considering the background of the students in Law, before proceeding to the integral part of the course namely business principles, rules and regulations of business practices as applied in Malaysia. The course covers a wide area of business law comprising the Contract Law, Commercial Law and Partnership Law.

QBA1232 - BUSINESS MATHEMATICS
The purpose of this course is to provide students with basic mathematics skills useful in solving real-life business problems. This course is designed to help students develop the skills needed to perform basic mathematical operations quickly and accurately with the use of a calculator. A variety of topics will be covered with emphasis on whole numbers, decimals, fractions, and percentage. Other topics include applications in payroll, trade and cash discount, mark up and markdown, simple and compound interest. This course will help the students to understand the mathematical tools and techniques that are applicable to the business environment.

QBA1236 - BUSINESS STATISTICS
This course is design to equip students with understanding and solving problem from data presentation and probabilities based on statistical techniques.

ACC3238 - ENTERPRENEURSHIP
The course will help students to develop values and attributes that will enable them to adopt an entrepreneurial view of business, values the creative and critical evaluation of entrepreneurial activities, appreciate the ethical and legal dimension of entrepreneurship and show understanding for social and ecological sustainability.

PTD3231 - PRACTICAL TRAINING
The objective of this practical training is to expose the student to real working environment and as well as to allow the students to practically apply the knowledge gained in all the courses that the students learned in this college. This also will ensure that the student has achieved the target and objective of studying in this college.

DIA CAREER PROSPECT

The establishment and development of the accounting programme is to produce graduates who possess specific knowledge in accounting with necessary skills at a sub professional level that are able to convert theory into practice as well as are able to analyze and solve business and accounting issues.

Upon completion of this programme, graduates are able to position themselves in finance, banking and accounting in various sectors and industries. Graduates can choose to work as Account assistants, Auditors, Financial advisors or even entrepreneur.

Graduates with good academic results may further their studies at any local or foreign institution of higher learning. Among the courses available are:

- Bachelor in Accountancy (Local/Foreign Universities)
- Professional courses (MICPA, ACCA and CIMA)

With the accounting degree or professional courses and working experience in the relevant field, graduates are eligible to apply as certified accountant and become a member of the accounting professional body in Malaysia; Malaysian Institute of Accountants (MIA).

STUDENT CODE OF CONDUCT

The purpose of the code is to monitor student's discipline. The code divides 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 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 assists 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 conductive, 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 coordinates and conducts 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 Arcreditation 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. Thecurrent 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: