

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

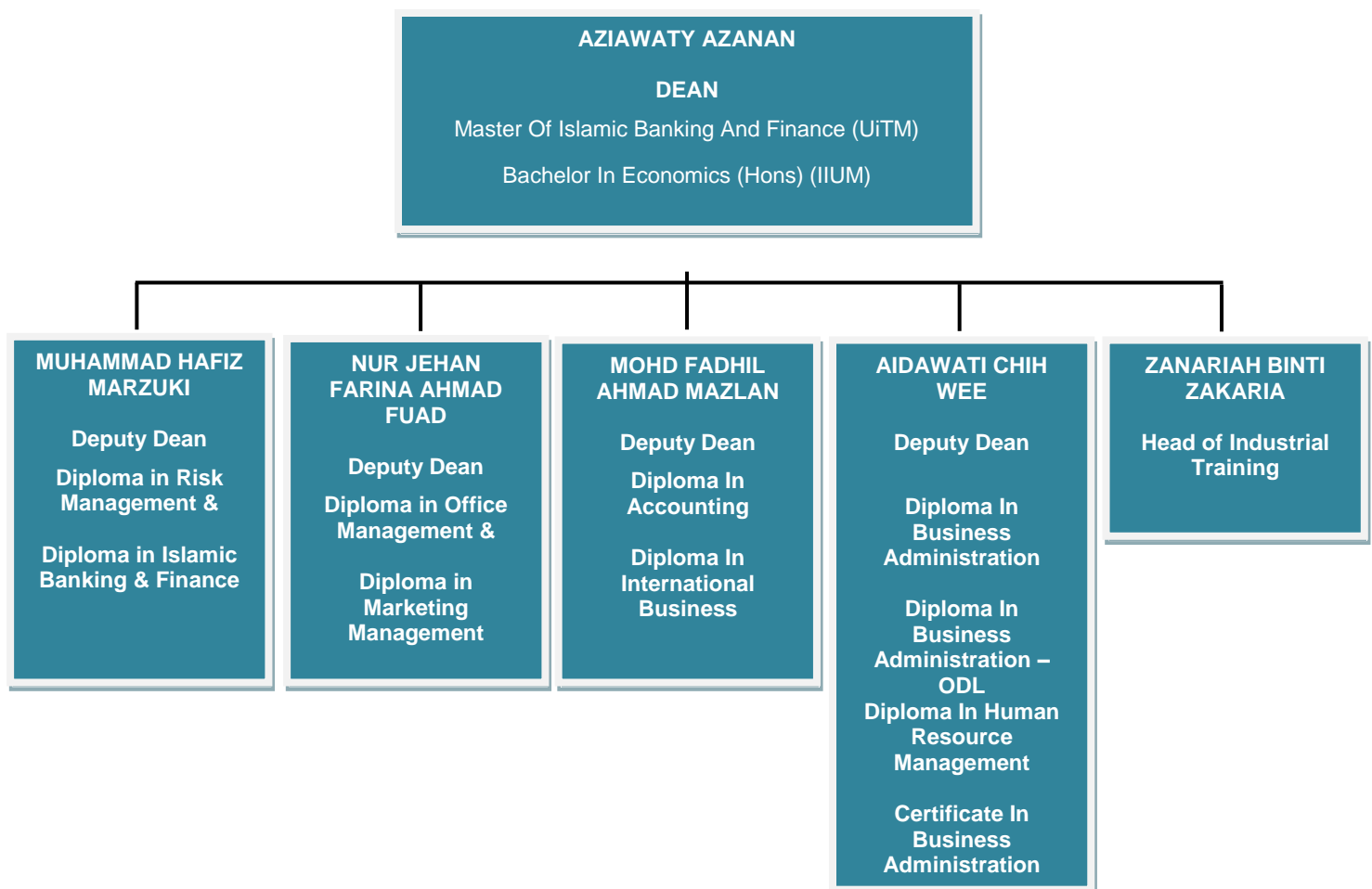
ABOUT FACULTY OF BUSINESS AND MANAGEMENT

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



ABOUT DIPLOMA IN INTERNATIONAL BUSINESS PROGRAMME

Diploma in International Business (DIB) is designed to introduce students to the global practices in Business institutions and how they work together in a worldwide. The students will be exposed with the operational aspects of the international Business and how it can be managed by using the proper established standard based on the government policies. The course will be focusing into the several areas such as international Business, physical distribution, global operation management, international marketing practices, logistic management, international finance, cross culture and international Business.

In the same time, students also will be taught with the basic Business subjects as a proper platform for them to prepare towards globally. In addition this programme also expected to enhance the competencies and skill among of the students by promoting the soft skills during learning process according to the method of outcome based education. Towards the end of the program, students will be achieved the experienced-based learning through the practical training process in the relevant industry. Therefore, the graduated from the program will be ready to take challenges and able to compete in the global Business industry with successfully.

DIB Programme Outcomes

Upon completion of the programme, graduates should be able to:

- a. Outline the relevant concepts and theories.
- b. Apply practical skills and theoretical understanding to solve business problems.
- c. Show entrepreneurial skills in addressing business issues.
- d. Demonstrate teamwork, interpersonal, effective communication and social skills.
- e. Display professional and ethical business conduct; and
- f. Use the skills and principles of lifelong learning in their academic and career development.

ENTRY REQUIREMENTS

- i. Possesses SPM with at least credit in THREE subjects;OR
- ii. Possesses SKM Level 3 in the related field;OR
- iii. A Certificate (Level 3, MQF) in the related field with at least CGPA of 2.00;OR
- iv. A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.0) in any subject;OR
- v. A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul;OR
- vi. Other equivalent qualifications recognised by the Malaysian Government.

DIB PROGRAMME STRUCTURE AND MODULE OVERVIEW



FACULTY OF BUSINESS AND MANAGEMENT

LIST OF COURSES FOR DIPLOMA IN INTERNATIONAL BUSINESS (DIB)

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				
	MPU2253 OR	PROCESS WRITING				
	*MPU2263	IT ESSENCIAL			SICT	
3	MPU2323 OR	POLITICAL SCIENCE	3	3	SOSS	
	MPU2343 OR	HUMAN RELATIONS			SOM	
	MPU2333	MEDIA AND SOCIETY			SICT	
4	MPU2412 OR	IBADAH CAMP (FOR MUSLIM STUDENTS)	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	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
5	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	CEL2234

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 15

CORE COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	BUS1231	INTRODUCTION TO BUSINESS	3	3	SOM	
2	QBA1232	BUSINESS MATHEMATICS	3	3	SOM	
3	DOM2234	PRINCIPLES OF ACCOUNTING	3	3	SOM	
4	BUS1234	PRINCIPLES & PRACTICE OF MANAGEMENT	3	3	SOM	
5	BUS1235	PRINCIPLES OF MICROECONOMICS	3	3	SOM	
6	BUS2233	PRINCIPLES OF MARKETING	3	3	SOM	
7	QBA1236	BUSINESS STATISTICS	3	3	SOM	
8	BUS2232	PRINCIPLES OF MACROECONOMICS	3	3	SOM	BUS1235
9	LAW3235	BUSINESS LAW	3	3	SOM	
10	BUS3233	INTERNATIONAL BUSINESS	3	3	SOM	
11	BUS3234	ENTREPRENEURSHIP	3	3	SOM	BUS1234;BUS2233
12	DIB2231	INTRODUCTION TO INTERNATIONAL TRADE	3	3	SOM	
13	DIB2232	INTRODUCTION TO LOGISTIC MANAGEMENT	3	3	SOM	
14	DIB2233	CROSS CULTURE	3	3	SOM	BUS3233
15	DIB2234	INTERNATIONAL MARKETING	3	3	SOM	BUS2233
16	DIB2235	FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT	3	3	SOM	DIB2232
17	DIB2236	PHYSICAL DISTRIBUTION	3	3	SOM	
18	DIB3237	GLOBAL OPERATIONS MANAGEMENT	3	3	SOM	DIB2235
19	DIB3238	EXPORT AND IMPORT PRACTICES	3	3	SOM	DIB2232;DIB2236
20	DIB3239	INTERNATIONAL FINANCE	3	3	SOM	DOM2234;DIB2231
21	PTD3231	PRACTICAL TRAINING	3	3	SOM	COMPLETE 81 CREDIT HOUR

TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 63

ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	IRK2231	CONCEPTS OF ISLAMIC BELIEF	3	3	SOSS	
2	IRK2235	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	3	SOSS	
3	IRK2232	ISLAMIC 'IBADAH	3	3	SOSS	
4	ARB1231 OR	INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS	3	3	CEL	
	ARB1232	INTRODUCTION TO ARABIC LANGUAGE				
5	DCT1231	COMPUTER APPLICATION	3	4	SICT	

TOTAL CREDIT HOURS FOR ELECTIVE COURSE = 3

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 INTERNATIONAL BUSINESS

		YEAR 1			YEAR 2			YEAR 3				
		Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2			
List of Subjects		INTERMEDIATE ENGLISH 1 CEL1231	INTERMEDIATE ENGLISH 2 CEL1232	ADVANCED ENGLISH 1 CEL2233	ADVANCED ENGLISH 2 CEL2234	CROSS CULTURE DIB2233	PHYSICAL DISTRIBUTION DIB2236	GLOBAL OPERATIONS MANAGEMENT DIB3237	PRACTICAL TRAINING PTD3231			
		MALAYSIAN STUDIES MPU2163 / BAHASA MELAYU KOMUNIKASI 1 MPU2133	BAHASA KEBANGSAAN A / MPU2213/ PRESENTATION SKILLS MPU2233 / PROCESS WRITING MPU2253 / IT ESSENCIAL	ELECTIVE	INTERNATIONAL BUSINESS BUS3233	BUSINESS LAW LAW3235	ENTREPRENEURSHIP BUS3234	BUSINESS COMMUNICATION CEL3231				
		BUSINESS MATHEMATICS QBA1232	PRINCIPLES OF ACCOUNTING DOM2234	PRINCIPLES OF MACROECONOMICS BUS2232	PRINCIPLES OF MARKETING BUS2233	INTERNATIONAL MARKETING DIB2234		EXPORT AND IMPORT PRACTICES DIB3238				
		INTRODUCTION TO BUSINESS BUS1231	PRINCIPLES & PRACTICES OF MANAGEMENT BUS1234		INTRO TO INTERNATIONAL TRADE DIB2231	FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT DIB2235		INTERNATIONAL FINANCE DIB3239				
		POLITICAL SCIENCE MPU2323/ HUMAN RELATIONS MPU2343 / MEDIA AND SOCIETY MPU2333	PRINCIPLES OF MICROECONOMICS BUS1235		INTRO TO LOGISTIC MANAGEMENT DIB2232	BUSINESS STATISTICS QBA1236		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) USR2002 OR CULTURAL PERSEPECTIVE 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		

Total Credit Hours Completed:

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 sesuaikan 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 bahasa Melayu 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.

CEL3231 - BUSINESS COMMUNICATION

The purpose of this module is to develop the students' use of English in a business environment. It aims to introduce the students to a wide range of appropriate terminology and functional language so that they can operate confidently in an office or business environment. By working with authentic tasks, the students will develop their business skills to include telephoning, negotiating, selling, interpreting financial documents, writing business correspondence and giving presentations.

CORE COURSES

BUS1231 - INTRODUCTION TO BUSINESS

This course presents a broad introduction to the functioning of the business enterprises through integrative framework. This course also introduces economics system as well as the essential elements of the business organization to include, operation management, marketing and human resource management.

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 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.

DOM2234 - PRINCIPLES OF ACCOUNTING

The course is designed to cater for the needs of a wide range of students. Students may choose the course for interest or to gain an insight understanding into accounting as a crucial course of study. Students would find the study of this course will help them adapt to, and cope with the challenge in business environment. In addition, the procedures used to process the business transactions can be applied into personal financial management.

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.

BUS2233 - PRINCIPLES OF MARKETING

This course is an introduction to the sciences and art of creating and managing profitable customer relationship, but marketer cannot do this alone. They must also be good at managing relationship with partners inside and outside the company, working to connect with customers. This course is designed to help student learn about and apply the concepts and practices of modern marketing as they are used in a wide variety settings.

QBA1236 - BUSINESS STATISTICS

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

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.

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.

BUS3233 - INTERNATIONAL BUSINESS

The course is to give students a basis for understanding the unique aspects of the international business environment. As the market in which decision makers must operate becomes increasingly global in nature, knowledge of how to deal with the unique challenges of the international business environment is necessary for career success. In this course we will spend time learning the fundamental concepts, terms, and theories relevant to the international business environment. We will also move beyond the basics and explore issues related to operational success at the global level.

BUS3234 - ENTREPRENEURSHIP

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.

DIB2231 - INTRODUCTION TO INTERNATIONAL TRADE

The course is to provide students the basic knowledge about the concept and procedure which implemented in International Trade policies. It is involved with the understanding which relevant with the government impact in international trade, world trading system and worldwide economic integration. Student also will be imposed with the financial and monetary activities in globally practices. Towards the ends they can use all the practices in analyzing the international business opportunities.

DIB2232 - INTRODUCTION TO LOGISTICS MANAGEMENT

The course concise, applied and strategic introduction to the subject of logistics and supply chain management, perfect for modern managers and students of logistics and supply chain management. Logistics and supply chain management continue to transform the competitive landscape and have become one of today's key business issues.

DIB2233 - CROSS CULTURE

The course is to give students a basis for understanding the unique aspects of the cross culture environment. As the market in which decision makers must operate becomes increasingly global in nature, knowledge of how to deal with the unique challenges of the cross culture environment is necessary for career success. In this course we will spend time learning the fundamental concepts, terms, and theories relevant to the cross culture environment. We will also move beyond the basics and explore issues related to operational success at the global level.

DIB2234 - INTERNATIONAL MARKETING

This course presents covering International Marketing Environment, International Marketing Research, International Product Policy, International Marketing and Organization and Control of International Marketing.

DIB2235 - FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT

The course is to provide a basic knowledge and understanding of the supply chain management, which involved with a framework of decision, distribution networking, aggregate planning, managing economies scale that assist to make the association efficient.

DIB2236 - PHYSICAL DISTRIBUTION

The course is to provide students about the knowledge of the basic terms, concepts and principles of physical distribution or logistics management. In the meantime, students also exposed with the concept of supply chain management, transportation, warehousing practices, material handling and global logistics.

DIB3237 - GLOBAL OPERATIONS MANAGEMENT

The course stresses the importance of operations and logistics in addressing the business challenges of the global arena and in developing strategies that go beyond the geographical boundaries of one country. It contains international case studies and explains the four main elements that affect logistics and operations on a global scale; economy, competition, level of technology and political environment. Global strategies covered include: development and implementation, global operations planning, logistics issues for exporters and importers, international facility location, managing multi-national plants, offshore operations and performance evaluation. Data on the operations and logistic of global firms is presented including information from France, Mexico, USA, China and Africa.

DIB3238 - EXPORT AND IMPORT PRACTICES

The course is discussed about the basic knowledge which involved with import and export activities, such as freight forwarding practices, the trade documentation, the way of payment, Incoterms, and regulation from custom procedure. Towards the end, student also will be introduced with the cargo insurance terms and protection which are necessary for shipment.

DIB3239 - INTERNATIONAL FINANCE

The course is to introduce students to a general overview of international trade system, international economic environment and the financial system. It also involved with the explanation about the method of financing international trade and the relevant documentation which is applicable in import or export activities. Students also will learn about the terminology of foreign exchange market and the practices of activities in international financial market.

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.

ELECTIVE COURSES

IRK2231 - CONCEPT OF ISLAMIC BELIEF

This course provides explanation on the concepts of 'Aqidah, Tawhid and comparison between Tawhidin Islam and the concepts of divinity in other religions. The course covers both theoretical and practical approaches.

IRK2235 - BIOGRAPHY OF PROPHET MUHAMMAD S.A.W

This course covers topics such as the meaning of 'Ibadah, its requirements and obligations of the Fardhu 'Ain and Fardhu Kifayah. It includes both theoretical and practical methods of study.

ARB1231 - INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS

This course covers the basic concepts of Arabic language, which includes basic words, phrases and sentences, the basic Arabic syntax and morphology, reading, writing, speaking and comprehension.

ARB1232 - INTRODUCTION TO ARABIC LANGUAGE

This course covers the basic concepts of Arabic language, which includes basic words, phrases and sentences, the basic Arabic syntax and morphology, reading, writing, speaking, listening and comprehension.

IRK2232 - ISLAMIC 'IBADAH

To introduce students to the understanding of The Prophet Muhammad's (peace be upon him) life in spreading Islam in Mecca and Madinah, as it is essential for students doing Islamic Studies programmes.

DCT1231 - COMPUTER APPLICATION

The course begins by introducing the basic of computer system and all the selected applications. The students start using the word processor application which covers creating and editing document, formatting and applying additional features to the word document. Spreadsheet application covers creating spreadsheet document, formatting, editing worksheet, creating charts and formatting the chart. Presentation application covers creating new presentation, formatting slide content and applying slide animations and transitions. The students will be assessed by several tests, labtests and written examination. At the end of the semester they have to present their presentation document as part of the assessment in order to improve their communication skills.

DIB CAREER PROSPECT

Career prospects for graduates of Diploma in International Business are quite flexible. They are able to serve as junior executive in marketing, international Business legal advisor, and shipping specialist in both government and private sectors.

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 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: