

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

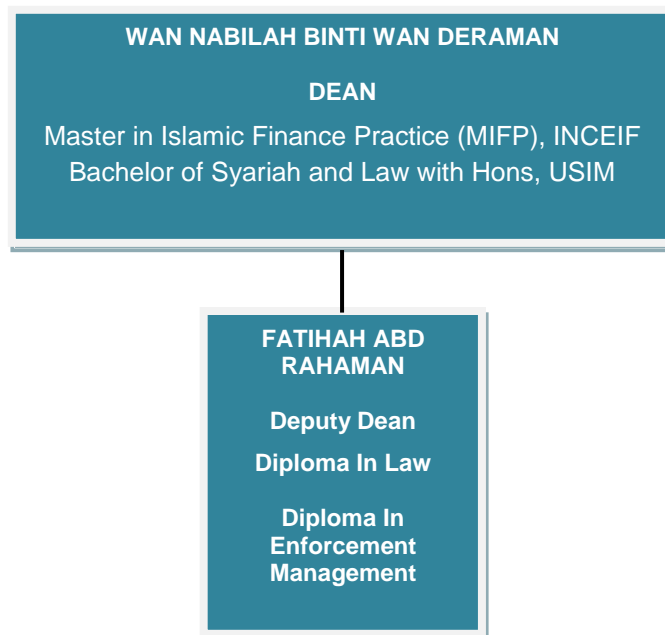
ABOUT FACULTY OF LAW AND ENFORCEMENT

Faculty of Law & Enforcement (FLE) 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. The faculty aims to produce graduate with the competitive knowledge, principles and skills in terms of the theoretical and practical foundation for a career in enforcement management.

Students also will be taught with the basic law 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.

Besides, we provides students with high-quality teaching and learning experiences that are relevant to enforcement management careers, develop course-specific knowledge and understanding appropriate to careers in enforcement management.

ORGANIZATION CHART



ABOUT DIPLOMA IN LAW PROGRAMME

Diploma in Law (DIL) is designed to introduce students to the global practices in law and is aimed for good practices guidelines in operating the Law in order to safeguard the quality and integrity of the programmed and how they work together in a worldwide. The students will be exposed with the operational aspects of the law and how it can be managed by using the proper established standard based on the government policies.

The programme aim is to produce graduates who possess a satisfactory command of legal knowledge, skill and aptitude to serve the profession, society and the nation. At the same time, possess skills for lifelong learning and career development and also develop a sense of awareness to uphold rule of law and social justice. The course will be focusing into the several areas such as analyse and apply the principles of Law from its sources, lead and engage in terms in problem solving tasks through effective communication, utilize ICT to advance their knowledge and skills and to understand business opportunities in the profession and demonstrate ethical and professional values and moral obligations in providing services to the clients and the society as a whole.

Towards the end of the program, students will be achieved the experienced-based learning through the practical training process in the relevant industry.

DIL Programme Outcomes

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

- a. Apply and acquire knowledge and understanding of sources and principles of Law.
- b. Plan, conduct and conclude scientific investigation in Law
- c. Apply legal principles in current legal issues and problems
- d. Demonstrate understanding of professional ethics and moral obligations in the profession.
- e. Demonstrate appropriate interpersonal and communication skills in dealing with others Execute and take responsibility for routine tasks.
- f. Works as a team with awareness of social and ethical responsibilities viii. Apply relevant skills for lifelong learning and career development.
- g. Apply managerial and entrepreneurial skills to explore career opportunities in legal profession.

ENTRY REQUIREMENTS

- a. A pass in SPM / SPMV with at least credit in 3 subjects; OR
- b. A pass in STPM UEC with a minimum of grade C (GP 2.0) in any subject; or any equivalent qualification; OR
- c. A pass in STAM with a minimum grade of Maqbul (pass)
- d. Any qualification equivalent to Certificate (Level 3, MQF)

Note: For the diploma and advanced diploma, international students must earn a score of 5.0 on the International English Language Testing System (IELTS) or equivalent.

DIL PROGRAMME STRUCTURE AND MODULE OVERVIEW



FACULTY OF LAW

LIST OF COURSES FOR DIPLOMA IN LAW (DIL)						
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	PROCESS WRITING				
3	MPU2323 OR	POLITICAL SCIENCE	3	3	SOSS	
	MPU2343	HUMAN RELATIONS			SBLS	
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
TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 12						
CORE COURSES						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DIL1231	INTRODUCTION TO LAW	3	3	SBLS	
2	DEM1234	INTRODUCTION TO ISLAMIC LAW	3	3	SBLS	
3	DIL1232	INTRODUCTION TO LAW OF CONTRACT	3	3	SBLS	
4	DIL1233	INTRODUCTION TO LAW OF TORT	3	3	SBLS	
5	DEM1236	CRIMINAL LAW	3	3	SBLS	
6	LAW2237	COMPANY LAW	3	3	SBLS	
7	DIL2231	INTRODUCTION TO CONSTITUTIONAL LAW	3	3	SBLS	
8	DEM2237	TRANSACTION IN ISLAMIC LAW	3	3	SBLS	DIL1232
9	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	CEL2234
10	DIL2232	FAMILY LAW	3	3	SBLS	
11	DBF2236	LAW AND REGULATIONS IN ISLAMIC BANKING AND FINANCE	3	3	SBLS	
12	DIL2233	LAND LAW	3	3	SBLS	
13	DIL2234	EQUITY AND TRUST	3	3	SBLS	
14	DIL2235	INTELLECTUAL PROPERTY LAW	3	3	SBLS	
15	DIL2236	CONSUMER LAW	3	3	SBLS	
16	DEM2238	INTRODUCTION TO LAW OF EVIDENCE	3	3	SBLS	
17	DIL2237	DISPUTE RESOLUTION	3	3	SBLS	
18	DIL3231	LABOUR LAW	3	3	SBLS	
19	DIL3232	INTRODUCTION TO CIVIL AND CRIMINAL PROCEDURE	3	3	SBLS	
20	DIL3233	WILL AND PROBATE ADMINISTRATION	3	3	SBLS	DEM2237 & DIL2232
21	PTD3231	PRACTICAL TRAINING	3	3	SBLS	FULFILL AT LEAST 87 CREDIT HOURS
TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 63						
ELECTIVE COURSES - TO COMPLETE ONLY TWO (2) COURSE						
NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DEL1231	INTRODUCTION TO MEDICAL LAW AND ETHICS	3	ELECTIVE	SBLS	
2	DEL1232	ISLAMIC CRIMINAL LAW	3	ELECTIVE	SBLS	
3	DEL1233	MEDIA LAW	3	ELECTIVE	SBLS	
4	DEL1234	EVIDENCE PROCEDURE IN SYARIAH COURT	3	ELECTIVE	SBLS	
5	DEL1235	BASIC SKILLS & TECHNIQUES IN COUNSELLING	3	ELECTIVE	SOSS	
6	DEL1236	OFFICE SYSTEM AND ADMINISTRATION	3	ELECTIVE	SBLS	
7	DEL1237	COMMERCIAL LAW	3	ELECTIVE	SBLS	
8	DEL1238	INTRODUCTION TO PUBLIC RELATIONS	3	ELECTIVE	SBLS	
9	MAN3231	INTRODUCTION TO MANDARIN	3	ELECTIVE	CEL	
TOTAL CREDIT HOURS FOR ELECTIVE COURSE = 6						
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 LAW

		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		MALAYSIAN STUDIES MPU2163/ BAHASA MALAYSIA KOMUNIKASI 1 MPU2133 3 credits	BAHASA KEBANGSAAN A MPU2213/ PRESENTATION SKILLS MPU2233/ PROCESS WRITING MPU2253 3 credits	POLITICAL SCIENCE MPU2323/ HUMAN RELATIONS MPU2343 3 credits	ADVANCED ENGLISH 2 CEL 2234 <i>Pre-req CEL 2233</i> 3 credits	LAW AND REGULATIONS IN ISLAMIC BANKING AND FINANCE DBF2236 3 credits	INTRODUCTION TO LAW OF EVIDENCE DEM2238 3 credits	LABOUR LAW DIL 3231 3 credits	PRACTICAL TRAINING PTD3231 3 credits	Total Credit Hours Completed: 92	
		INTERMEDIATE ENGLISH 1 CEL 1231 3 credits	INTERMEDIATE ENGLISH 2 CEL 1232 <i>Pre-req CEL 1231</i> 3 credits	ADVANCED ENGLISH 1 CEL 2233 <i>Pre-req CEL 1232</i> 3 credits	INTRODUCTION TO CONSTITUTIONAL LAW DIL 2231 3 credits	LAND LAW DIL 2233 3 credits	DISPUTE RESOLUTION DIL 2237 3 credits				
		INTRODUCTION TO LAW DIL 1231 3 credits	INTRODUCTION TO LAW OF TORT DIL1233 3 credits	ELECTIVE COURSE (Choose 1 only) INTRO TO MEDICAL LAW AND ETHICS DEL 1231 OR ISLAMIC CRIMINAL LAW DEL 1232 OR MEDIA LAW DEL 1233 OR EVIDENCE PROCEDURE IN SHARIAH COURT DEL 1234 OR BASIC SKILLS & TECHNIQUES IN COUNSELLING DEL 1235 OR OFFICE SYSTEM AND ADMINISTRATION DEL 1236 OR COMMERCIAL LAW DEL 1237 OR INTRODUCTION TO PUBLIC RELATIONS DEL 1238 OR INTRODUCTION TO MANDARIN MAN 3231 3 credits	TRANSACTION IN ISLAMIC LAW DEM 2237 <i>Pre-req DIL1232</i> 3 credits	EQUITY AND TRUST DIL2234 3 credits	ELECTIVE COURSE (Choose 1 only) INTRO TO MEDICAL LAW AND ETHICS DEL 1231 OR ISLAMIC CRIMINAL LAW DEL 1232 OR MEDIA LAW DEL 1233 OR EVIDENCE PROCEDURE IN SHARIAH COURT DEL 1234 OR BASIC SKILLS & TECHNIQUES IN COUNSELLING DEL 1235 OR OFFICE SYSTEM AND ADMINISTRATION DEL 1236 OR COMMERCIAL LAW DEL 1237 OR INTRODUCTION TO PUBLIC RELATIONS DEL 1238 OR INTRODUCTION TO MANDARIN MAN 3231 3 credits	INTRODUCTION TO CIVIL AND CRIMINAL PROCEDURE DIL 3232 3 credits			
		INTRODUCTION TO ISLAMIC LAW DEM 1234 3 credits	CRIMINAL LAW DEM1236 3 credits		BUSINESS COMMUNICATION CEL 3231 <i>Pre-req CEL2234</i> 3 credits	INTELLECTUAL PROPERTY LAW DIL 2235 3 credits					
		INTRODUCTION TO LAW OF CONTRACT DIL 1232 3 credits	COMPANY LAW LAW2237 3 credits	FAMILY LAW DIL 2232 3 credits	CONSUMER LAW DIL 2236 3 credits						
	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	IBADAH CAMP (MUSLIM) MPU2412 OR INTERCULTURAL PROGRAM (NON MUSLIM) MPU2422 2 credits						
Credit Hours/ Sem	15	15	9	15	15	9	11	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 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**DIL1231 - INTRODUCTION TO LAW**

This course encompasses various areas concerning legal method inclusive of various sources of law applicable in Malaysia such as written laws and judicial decisions, principles of interpretation of statutes, the judicial system, the structure of the courts and their jurisdiction, the legal profession as well as legal services.

DEM1234 - INTRODUCTION TO ISLAMIC LAW

This course exposes students to Islamic law in general and its main branches and sources.

DIL1232 - INTRODUCTION TO LAW OF CONTRACT

This course explores the fundamental principles of contract law. It examines the requirements for the formation of a contract and examines the agreement, form or consideration, formalities and capacity. It also considers the contents and construction of a contract, including express and implied terms, as well as excluding or limiting terms.

DIL 1233 - INTRODUCTION TO LAW OF TORT

The course will focus on the fundamental principles, concepts and development of tort and personal injury law, while combining theoretical and practical applications of such principles and concepts. The course presents an overview of the substantive law governing compensation for injuries to property and to the person. Specific areas of study include negligence and defenses to negligence; products liability and strict liability.

DEM1236 - CRIMINAL LAW

This course covers several aspects of criminal law which, inter alia, include crime and punishment, elements of crime and the exceptions to crime.

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.

LAW DIL2231 - INTRODUCTION TO CONSTITUTIONAL

This course is designed to introduce the history and principles of constitutional law which is covering the aspects of public law in Malaysia. Constitutional law is concerned with the organization of the state, and the interrelationship between the government, civil society, and the individual. Generally concerned with the rights of the individual vis-à-vis the state. This course begins with the history of the Federal and state constitution, followed by the details of the Constitutions which include the functions and features of Malaysian Constitutions.

DEM2237 - TRANSACTION IN ISLAMIC LAW

This course focuses on the theoretical aspect of contract under Islamic law, such as elements of contract, purpose or motive of the contract, contractual intention, freedom of parties to contract, contractual terms, termination or dissolution of contract, sales of goods and specific contracts of sale.

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.

DIL2232 - FAMILY LAW

This course introduces the principles and law relating to family matter in Malaysia especially its concern is for the Non-Muslim in Malaysia. It complements the civil family law on marriage, divorce, maintenance, adoption and other related matters, all of which are based on the Law Reform (Marriage and Divorce) Act.

DBF2236 - LAW & REGULATIONS IN ISLAMIC BANKING & FINANCE

This course begins with a brief introduction of the basic concept of Shariah law before proceeding to the integral part of the course namely incorporation of Islamic banks, the concept of riba', Islamic banking products and Shariah related contracts, the relevant rules and regulations of banking practices and approach of the courts on banking issues as well as the involvement of Shariah Advisory Council and others related bodies in the banking sector in Malaysia.

DIL2233 - LAND LAW

The main objective of this course is to equip students with knowledge on land laws such as the National Land Code, Strata Title Act, Group Settlement Act, Malay Reserve Enactment.

DIL2234 - EQUITY & TRUST

The course is designed to provide clear understanding on equity and trust, trusteeship and remedies. This course also explain the general principles of the current law and make where appropriates critical analysis of the position of law in equity and trust in Malaysia.

DIL2235 - INTELLECTUAL PROPERTY LAW

The main objective of this course is to equip students with knowledge on intellectual property laws such as Trade Marks, Patents, Copyright, Industrial Designs and Confidential Information in Malaysia.

DIL2236 - CONSUMER LAW AND PROTECTION

Consumer law regulates the relationship between consumers, suppliers and manufacturers with the goal of promoting fair and efficient markets for the benefit of consumers. The various aims of consumer

protection law include the following: to ensure consumers are provided with accurate information about the goods and services they choose to purchase, to mandate minimum standards of quality applying to the supply of goods and services, to preclude unfair/misleading market practices, and to prevent the exploitation of vulnerable members of the community.

DEM2238 - INTRODUCTION TO LAW OF EVIDENCE

This course aims to provide a basic outline of the law of evidence in the Malaysian Evidence Act 1950. This course enables students to appreciate the theoretical basics of the law of evidence and their relationship with substantive law.

DIL2237 - DISPUTE RESOLUTION

This course will expose students to the foundation of arbitration, mediation, negotiations and conciliation especially the process of mediation, arbitration, negotiations and conciliation and their application in settling the disputes between parties. Also the method and skill how these dispute resolution mechanisms are applied in future cases.

DIL3231 - LABOUR LAW

This module aims to provide an overall knowledge and insight into the three main areas of labour law (trade union law, industrial relations law and employment law) and the corresponding legislation and judicial decisions that underpin them. A second aim is to furnish an understanding and appreciation of key areas of importance in the everyday application of labour law in the workplace. Thirdly to equip students with a strong foundation in labour law so as to assist them in the crucial business of maintaining full legal compliance in the Malaysia workplace.

DIL3232 - INTRODUCTION TO CIVIL AND CRIMINAL PROCEDURE

This course deals with some of the steps leading up to trial (i.e, pre-trial procedures and it covers several introductory aspects of criminal procedure including but not limited to use of Criminal Procedure Code, criminal jurisdictions in Malaysia, search and arrest.

DIL3233 - WILL AND PROBATE ADMINISTRATION

The course is designed to introduce the principles of will and probate which is covering the aspects of will, probate and inheritance for non-Muslim and Muslim in Malaysia. Will and Probate law is concerned with the will, succession and Islamic law of succession as well as the administration of will in Malaysia. After someone died, there will be left with two situations; either they leave behind a will (non-Muslim) or wasiat (Muslim), or not. This course is to provide the overview to the students on what to do and to protect the family legacy through the administration of will and probate in accordance to the legislations in Malaysia. As for Muslims, the law of will and probate is not only confining to the legislations but also referring to the Quran and Sunnah.

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

ELECTIVE COURSES

DEL1231 - INTRODUCTION TO MEDICAL LAW & ETHICS

The course aims to introduce the scope, underlying principles and application of medical law in Malaysia. The foundational legal principles will be discussed and explained with reference to the Malaysian Constitution, common law, applicable case law, legislation, ethical considerations and policy documents. In addition the practical application of medical law in legal and medical practice will be explored.

DEL1232 - ISLAMIC CRIMINAL LAW

This course covers several aspects of Islamic criminal law from the concept, elements to the main branches of hudud, qisas and diyat as well as ta'zir.

DEL1233 - MEDIA LAW

This course will expose students to the foundation of media law or legal system especially the freedom of information and media intellectual properties including copyright, patents, trademarks and trade secrets.

DEL1234 - EVIDENCE PROCEDURE IN SYARIAH COURT

To equip the students with the knowledge on Islamic law of evidence, civil and criminal procedures applicable in the Syariah Court.

DEL1235 - BASIC SKILLS & TECHNIQUE IN COUNSELLING

This course gives students an introduction to the basic skills of counselling. The skills taught include attending, listening, questioning (open-ended and closed ended), confronting, paraphrasing and reflecting. The skills taught are client centred and would be used for individual counselling. The students are to be assessed based on theoretical understanding and practical activities.

DEL1236 - OFFICE SYSTEM AND ADMINISTRATION

This course will introduce students to the basic office systems and administration. It will provide students with the knowledge, skills and procedures needed in firm so that they can perform the secretarial task in an office. This course also will provide the overview of how to use the electronic office and the technology that relates with the secretarial task or functions.

DEL1237 - COMMERCIAL LAW

An introduction to the legal system including the roles of the Constitution, parliaments and courts. An introduction to the basic rules of commercial law including law of agencies, hire purchase, law of partnership, insurance, negotiable instruments as well as cheques.

DEL1238 - INTRODUCTION TO PUBLIC RELATION

This course is intended to provide the student with an overview of the history, principles and real-life functions of public relations. Public relation is a rapidly growing field. The ability to work with the public is essential in business, education, health care and numerous other fields. This course is designed to give students the background to develop their PR skills, both verbally and in writing.

3231 - INTRODUCTION TO MANDARIN LANGUAGE

This course is designed for students who have no basic knowledge in Mandarin language. This course will introduce the simplified version of Chinese characters, and focus on the basic skills of Mandarin language, i.e., to be familiar with the sound of the characters, to be able to spell and write the words, to pronounce the words and to be able to speak in basic Mandarin.

DIL CAREER PROSPECT

Career prospects for graduates of Diploma in Law are quite flexible. They are able to serve as Assistant Legal Officer or Para-Legal, in any private sectors such as legal firm or any government sectors such as Attorney General Chambers or Assistant Registrar at Lower Courts.

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: