

## 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

<b>P</b>	Progressive
<b>R</b>	Responsible
<b>I</b>	Integrity
<b>D</b>	Discipline
<b>E</b>	Excellence

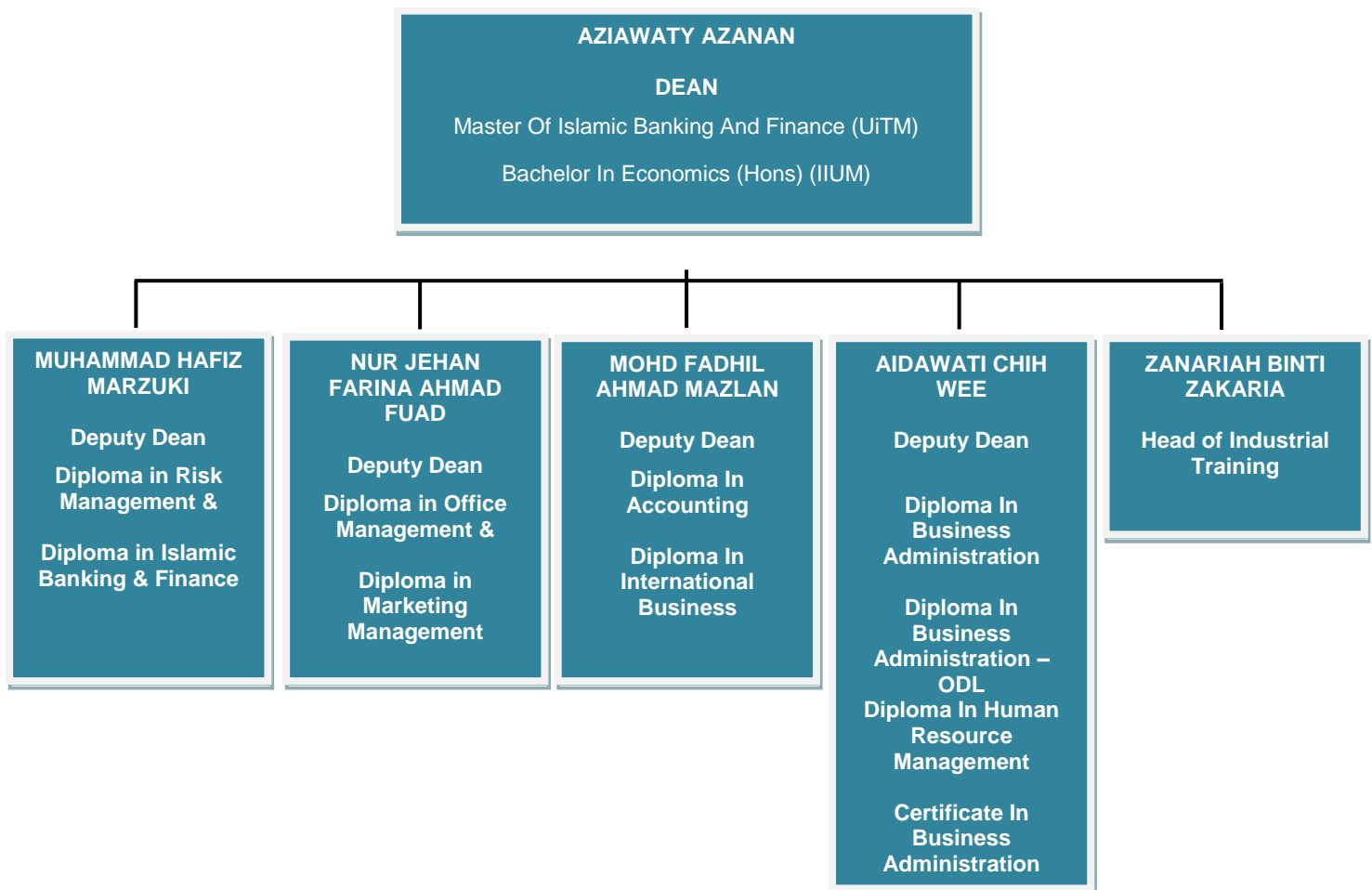
## ABOUT FACULTY OF BUSINESS AND MANAGEMENT

**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 OFFICE MANAGEMENT PROGRAMME

**Diploma in Office Management (DOM)** lays down fundamental principles designed to equip students with the essentials of effective office management and administration. It provides key skills and knowledge transferable to any management position, understanding of how to improve workplace efficiency and increase job satisfaction. Apart from that, this diploma programme will equip adequate competencies and ability so that graduates from this programme will become an important asset in the workplace and driver of productivity in the office.

### DOM Programme Outcomes

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

- a. Outline the relevant concepts and theories.
- b. Apply practical 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.
- f. Use the skills and principle 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.

## DOM PROGRAMME STRUCTURE AND MODULE OVERVIEW



## FACULTY OF BUSINESS AND MANAGEMENT

### PROGRAMME STRUCTURE FOR DIPLOMA IN OFFICE MANAGEMENT (FOR COHORT 181 AND ABOVE)

MPU COMPULSORY COURSES					
NO	COURSE CODE	COURSE NAME	CREDIT	OFFERED BY	PRE-REQUISITE
1	MPU2163 OR	MALAYSIAN STUDIES (FOR LOCAL STUDENTS)	3	SOSS	
	MPU2133	BAHASA MALAYSIA KOMUNIKASI 1 (FOR INTERNATI		CEL	
2	MPU2213	BAHASA KEBANGSAAN A (FOR LOCAL STUDENTS WHO DO NOT EARN CREDIT IN BAHASA MELAYU AT SPM LEVEL)	3	CEL	
	*MPU2233 OR	PRESENTATION SKILLS		CEL	
	*MPU2253	PROCESS WRITING		CEL	
	MPU2263	IT ESSENTIAL		SICT	
3	MPU2323 OR	POLITICAL SCIENCE	3	SOSS	
	MPU2343	HUMAN RELATIONS		SBLS	
	MPU2333	MEDIA & SOCIETY		SICT	
4	MPU2412 OR	IBADAH CAMP (FOR MUSLIM STUDENTS)	2	SOSS	
	MPU2422	INTERCULTURAL PROGRAM (FOR NON MUSLIM STU		SOSS	
TOTAL CREDITS FOR MPU COMPULSORY COURSES = 11					
COLLEGE COMPULSORY COURSES					
NO	COURSE CODE	COURSE NAME	CREDIT	OFFERED BY	PRE-REQUISITE
1	CEL1231	INTERMEDIATE ENGLISH 1	3	CEL	
2	CEL1232	INTERMEDIATE ENGLISH 2	3	CEL	CEL 1231
3	CEL2233	ADVANCED ENGLISH 1	3	CEL	CEL 1232
4	CEL2234	ADVANCED ENGLISH 2	3	CEL	CEL 2233
5	CEL3231	BUSINESS COMMUNICATION	3	CEL	CEL 2234
TOTAL CREDITS FOR COLLEGE COMPULSORY COURSES = 15					
CORE COURSES					
NO	COURSE CODE	COURSE NAME	CREDIT	OFFERED BY	PRE-REQUISITE
1	DOM1231	OFFICE SYSTEM AND ADMINISTRATION	3	SBLS	
2	DOM1232	INFORMATION SKILLS	3	SBLS	
3	DOM1234	KEYBOARDING 1	3	SBLS	
4	DOM2231	NOTE TAKING SKILLS	3	SBLS	
5	DOM2238	KEYBOARDING 2	3	SBLS	DOM1234
6	DOM2233	RECORDS MANAGEMENT AND DOCUMENTATION	3	SBLS	
7	DOM2234	PRINCIPLES OF ACCOUNTING	3	SBLS	
8	DOM2235	INTERPERSONAL COMMUNICATION	3	SBLS	
9	DOM2236	PUBLIC SPEAKING	3	SBLS	
10	DOM2237	EVENT PLANNING	3	SBLS	
11	DOM3231	INTRODUCTION TO PUBLIC RELATIONS	3	SBLS	DOM2235
12	DOM3232	LAW AND PROCEDURE OF MEETING	3	SBLS	LAW3235
13	QBA1232	BUSINESS MATHEMATICS	3	SBLS	
14	BUS1231	INTRODUCTION TO BUSINESS	3	SBLS	
15	BUS1234	PRINCIPLES AND PRACTICE OF MANAGEMENT	3	SBLS	
16	BUS2236	ORGANIZATIONAL BEHAVIOUR	3	SBLS	BUS1234
17	LAW3235	BUSINESS LAW	3	SBLS	
18	DCT1231	COMPUTER APPLICATION	3	SICT	
19	MAS3231	INTRODUCTION TO MANDARIN LANGUAGE	3	CEL	
20	PTD3231	PRACTICAL TRAINING	3	SBLS	COMPLETE 87 CREDITS
21	SOS2231	ETHICS IN DAILY LIFE	3	SOSS	
TOTAL CREDITS FOR CORE COURSES = 63					

<b>ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE</b>					
<b>NO</b>	<b>COURSE CODE</b>	<b>COURSE NAME</b>			<b>PRE-REQUISITE</b>
1	IRK2231	CONCEPTS OF ISLAMIC BELIEF	3	SOSS	
2	IRK2235	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	SOSS	
3	ARB1231 OR	INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS	3	CEL	
	ARB1232	INTRODUCTION TO ARABIC LANGUAGE		CEL	
4	DBE2234	HUMAN RESOURCE MANAGEMENT	3	SBLS	<b>BUS1234</b>
5	DEC3237	INTRODUCTION TO IT	3	SICT	
<b>TOTAL CREDITS FOR ELECTIVE COURSE = 3</b>					
<b>TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92</b>					
*Students with credit Bahasa Melayu in SPM must complete 3 credits from MPU2233 Presentation Skills or MPU2253 Process Writing					

## STUDY PLAN OF DIPLOMA IN OFFICE MANAGEMENT

		YEAR 1			YEAR 2			YEAR 3		
		Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	
LIST OF COURSES:	INTERMEDIATE ENGLISH 1 CEL1231 3 credits	INTERMEDIATE ENGLISH 2 CEL1232 3 credits <i>PreReq CEL1231</i>	ADVANCED ENGLISH 1 CEL2233 3 credits <i>PreReq CEL1232</i>	ADVANCED ENGLISH 2 CEL2234 3 credits <i>PreReq CEL2233</i>	BUSINESS ETHICS DMM2232 3 credits	CONSUMER BEHAVIOUR BUS2238 3 credits <i>PreReq BUS2233</i>	BUSINESS COMMUNICATION CEL3231 3 credits <i>PreReq CEL2234</i>	PRACTICAL TRAINING PTD3231 3 credits	TOTAL CREDITS COMPLETED :	
	MALAYSIAN STUDIES MPU2163 (LOCAL) OR BAHASA MELAYU KOMUNIKASI 1 MPU2133 (INTERNATIONAL) 3 credits	BAHASA KEBANGSAAN A MPU2213 OR PRESENTATION SKILLS MPU2233 OR PROCESS WRITING MPU2253 OR IT ESSENTIAL	POLITICAL SCIENCE MPU2323 OR MEDIA & SOCIETY MPU 2333 OR HUMAN RELATIONS MPU2343 3 credits	FINANCIAL ACCOUNTING 2 BUS2231 3 credits <i>PreReq BUS1233</i>	HUMAN RESOURCE MANAGEMENT BUS2234 3 credits <i>PreReq BUS1234</i>	QUALITY MANAGEMENT BUS3231 3 credits <i>PreReq BUS1234</i>	INTERNATIONAL BUSINESS BUS3233 3 credits			
	BUSINESS MATHEMATICS QBA1232 3 credits	FINANCIAL ACCOUNTING 1 BUS1233 3 credits		PRINCIPLES OF MACROECONOMICS BUS2232 3 credits	INTRODUCTION TO FINANCE BUS2235 3 credits <i>PreReq QBA1232, BUS2231</i>	ELECTIVE COURSE (Choose 1 only) 3 credits DBE2237 EVENT PLANNING DBE2232 CRITICAL THINKING	ENTREPRENEURSHIP BUS3234 3 credits <i>PreReq BUS1233, BUS1234</i>			
	INTRODUCTION TO BUSINESS BUS1231 3 credits	PRINCIPLES & PRACTICE OF MANAGEMENT BUS1234 3 credits		PRINCIPLES OF MARKETING BUS2233 3 credits	ORGANIZATIONAL BEHAVIOR BUS2236 3 credits <i>PreReq BUS1234</i>		BUSINESS LAW LAW3235 3 credits			
	COMPUTER APPLICATION DCT1231 3 credits	PRINCIPLES OF MICROECONOMICS BUS1235 3 credits		BUSINESS STATISTICS QBA1236 3 credits	FOUNDATION OF ISLAMIC ECONOMICS BUS2237 3 credits <i>PreReq BUS1235</i>		IBADAH CAMP MPU2412 OR INTERCULTURAL PROGRAM MPU2422 2 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 PERSEPTIVE VIEW (NON MUSLIM) USR2006		USRAH: VIRTUE VS VICES USR2003		USRAH: JUNIOR APPRENTICE USR2004		
CH	15	15	6	15	15	9	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 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**

### **DOM1231 - 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.

### **DOM1232 - INFORMATION SKILLS**

This course will enable students to be exposed to the concepts of suitable skill in locating, selecting, organizing, analyzing and presenting information in their working environment. This course offered students to learn how to use information in preparing a report.

### **DOM1234 - KEYBOARDING 1**

This course exposed student on how to dictate note with short hand stage to stage beginning from learning the correct ergonomic setting, learning home-keys, stabilize speed with accuracy and prepare office documentation.

### **DOM2231 - NOTE TAKING SKILLS**

In this course, student will be exposed to element such as recognizing sound and symbols that will be used to assist them in Superwrite and at the same time prepare simple business document.

### **DOM2233 - RECORDS MANAGEMENT AND DOCUMENTATION**

This course will enable students to know the classification and use of record management. Record Management now become an essential function in the management. Beside that students will also expose to the phases in the life cycle concept of the record management. This course will bring students to the field where they need to prepare certain documents according to the system introduce in this

course. Students are also requiring exploring new era of automated records. This will enhance students capability and more marketable in the future.

#### ***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.

#### ***DOM2235 - INTERPERSONAL COMMUNICATION***

This course covers topics such as universals of interpersonal communication (IPC), culture in (IPC), the self in (IPC), listening in (IPC), verbal and nonverbal messages (IPC), conversational messages in (IPC), interpersonal relationships: development and deterioration in (IPC), interpersonal relationships types: friendship, love, family and workplace, interpersonal conflict & conflict management in (IPC), and lastly interpersonal power and influence in (IPC)

#### ***DOM2236 - PUBLIC SPEAKING***

This course focuses on student's ability to speak clearly and confidently. It shows students how to achieve clarity and confidence during the speeches they must give in the classroom, in their careers, and in their communities. The basic principles of speech communication, drawn from contemporary research and from the accumulated wisdom of established theories, are discussed.

#### ***DOM2237 - EVENT PLANNING***

This course will expose the students on every aspect of organizing and managing special events such as choosing the best venue, preparing and managing the budget, scheduling and staffing, coordinating food and beverage, decor, entertainment and themes also working with professionals.

#### ***DOM2238 - KEYBOARDING 2***

This course exposed student on how to dictate master typing speed with home-keys within 60 wpm speed, stabilize speed with accuracy and prepare office documentation.

#### ***DOM3231 - INTRODUCTION TO PUBLIC RELATIONS***

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.

#### ***DOM3232 - LAW AND PROCEDURES OF MEETING***

This course covers some aspects of company law which are essential in the office management and secretarial ship milieu and cover topics, inter alia, topics such as managing companies, members' decision making, company meetings and limitation to voting power.

#### ***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.

***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.

***BUS1234 - PRINCIPLES AND 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.

***BUS2236 - ORGANIZATIONAL BEHAVIOUR***

This course will enable students to be exposed to the concepts of suitable Behavioral Sciences such as Concept and Theories of Organizational Behavior, Individual Differences in the Workplace, Team Dynamics, Decision Making, Foundation of Employee Motivation, Communication, Organizational Leadership, Organizational Conflict, Power and Politics, Organizational Culture and Change. This course also present that Organizational Behavior is relevant to everyone in organizations, not just managers.

***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.

***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.

***MAS3231 - 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.

***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.

### **SOS2231 - ETHICS IN DAILY LIFE**

This course is for students in year two onwards. The course provides student with general understanding on Islamic ethics which focuses on core Islamic ethical concept, family ethics, Islamic ethics as applied in different profession and inter-personal ethics. Both theoretical and practical approaches applied.

### **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 *Fadhu 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.

#### **DBE2234 - HUMAN RESOURCE MANAGEMENT**

This course covers the range of human resource functions, including recruitment and selection, employee training, performance management of individual employees, system for compensating and rewarding workers development of systems to improve productivity in organization, occupational safety and health, industrial relation and the right of employers to terminate the services of employment.

#### **DEC3237 - INTRODUCTION TO IT**

This course will provide a general introduction to Information Technology by looking at the various ways in which the technology has changed. 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.

### **DOM CAREER PROSPECT**

Graduates will not only be qualified to pursue careers within Islamic financial institutions and regulatory agencies, but also with multinational investment banks as experts in their fields. Modern employers are willing to pay a premium for graduates with expertise in this growing field, and graduates will stand to significantly increase their earnings.

## 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:**