



KOLEJ ANTARABANGSA INOVATIF
INNOVATIVE
INTERNATIONAL COLLEGE



PROGRAMME HANDBOOK

DIPLOMA IN INFORMATION & COMMUNICATION TECHNOLOGY

JPT | JABATAN
PENDIDIKAN
TINGGI



A WORD PROGRAMME LEADER

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

A very warm welcome to Innovative International College.

Assalamualaikum and good day everyone! Welcome to Innovative International College. It is my great pleasure to welcome you, my students, to our exciting Faculty of Information Technology and Mathematics (FITM). A special welcome to those of you who are in college for the first time. Thank you for choosing Innovative International College and I am so grateful to have you here. This should be one of the best decisions you ever made.

I am Ms. Rozlinda Othman, the Program Leader of FITM, and looking forward to having an amazing academic session with you. As we all know, choosing the right program for the academic pathway is very challenging. The growth of private institutions with various programs like mushrooms after rain, make it difficult to choose as our future will be affected by our choice.

Here, at Innovative, most of us were in the position of having a hard time improving our skills and qualifications of our academicians. With comprehensive training on the program and courses, our academicians have beautifully conducted the teaching and learning to our students. No exception for FITM, the academicians are really committed to help their students pertaining to teaching and learning so that the students will not be left behind.

Other than that, focusing on teaching and learning in class sometimes will get boring. No worries, FITM is a faculty that wants the students to be enjoyable. Every month throughout the semester, students will get engaged in activities that not only bring excitement but also full knowledge.

Please don't hesitate to reach out to me with any questions or concerns.
Enjoy your studies and best wishes for the time you are with us!



MS. ROZLINDA BINTI OTHMAN

Programme Leader of
Faculty of Information Technology and Mathematics (FITM)

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INTRODUCTION TO THE INSTITUTION

Innovative International College (Innovative) was established in 1999 to provide quality and innovative education to students from various walks of life, both local and international.

Approved by the Ministry of Higher Education, Innovative programmes have been accredited by the Malaysian Qualifications Agency (MQA).

Innovative is set up to provide students with the opportunities to improve themselves academically, especially by creating various career pathways including study opportunities with other leading higher education institutions and universities.

Our high quality and challenging programmes not only keep pace with the global education but also equip the students with knowledge, skills and practical experiences to face the working world.

VISION

To evolve into a full-fledged university, recognized and respected in business and industry.

MISSION

Innovative is committed to produce individuals who are multi-taskers and resilient with professional skills and knowledge to effectively function in business and industry.

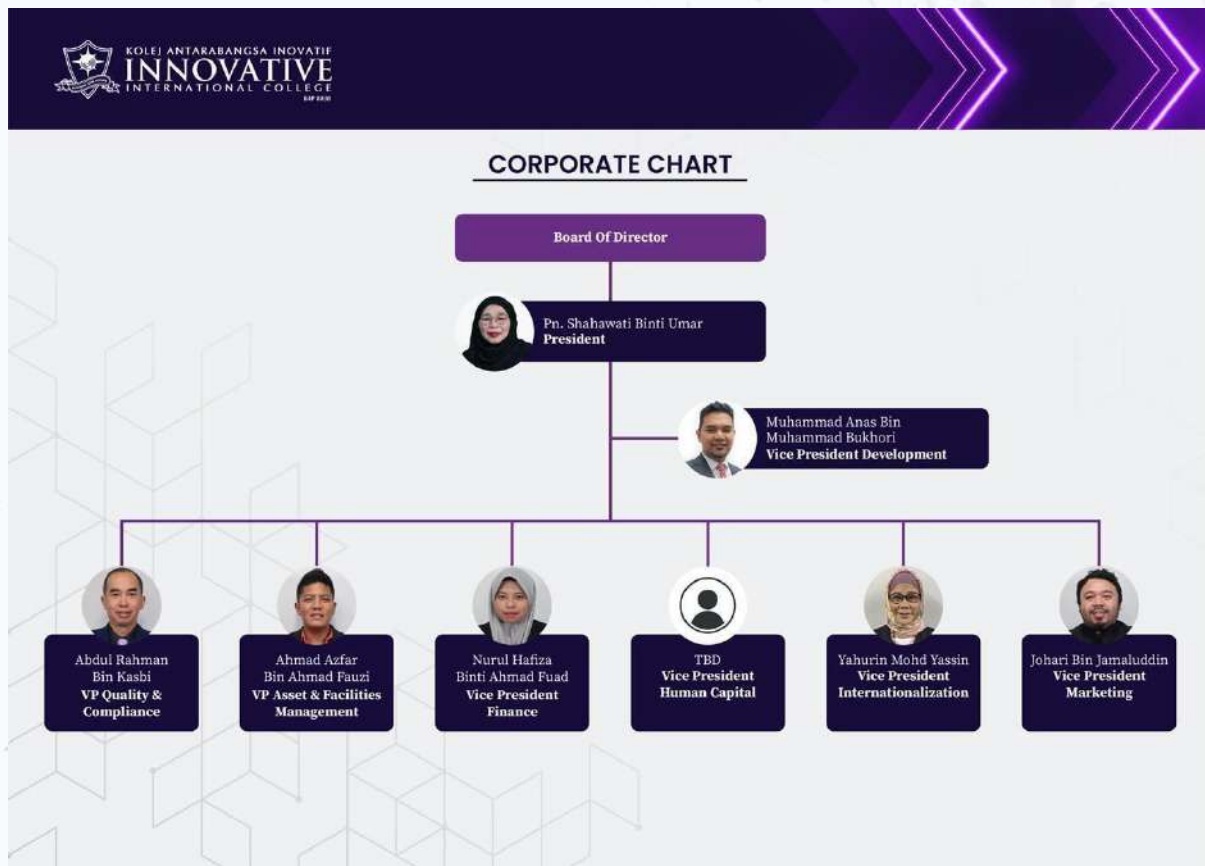
PHILOSOPHY

Innovative stands by the belief that all individuals, of every color or creed or economic background, given the opportunity with proper guidance and education, can be molded into respectable individuals who will make a positive contribution to the well-being of the society.

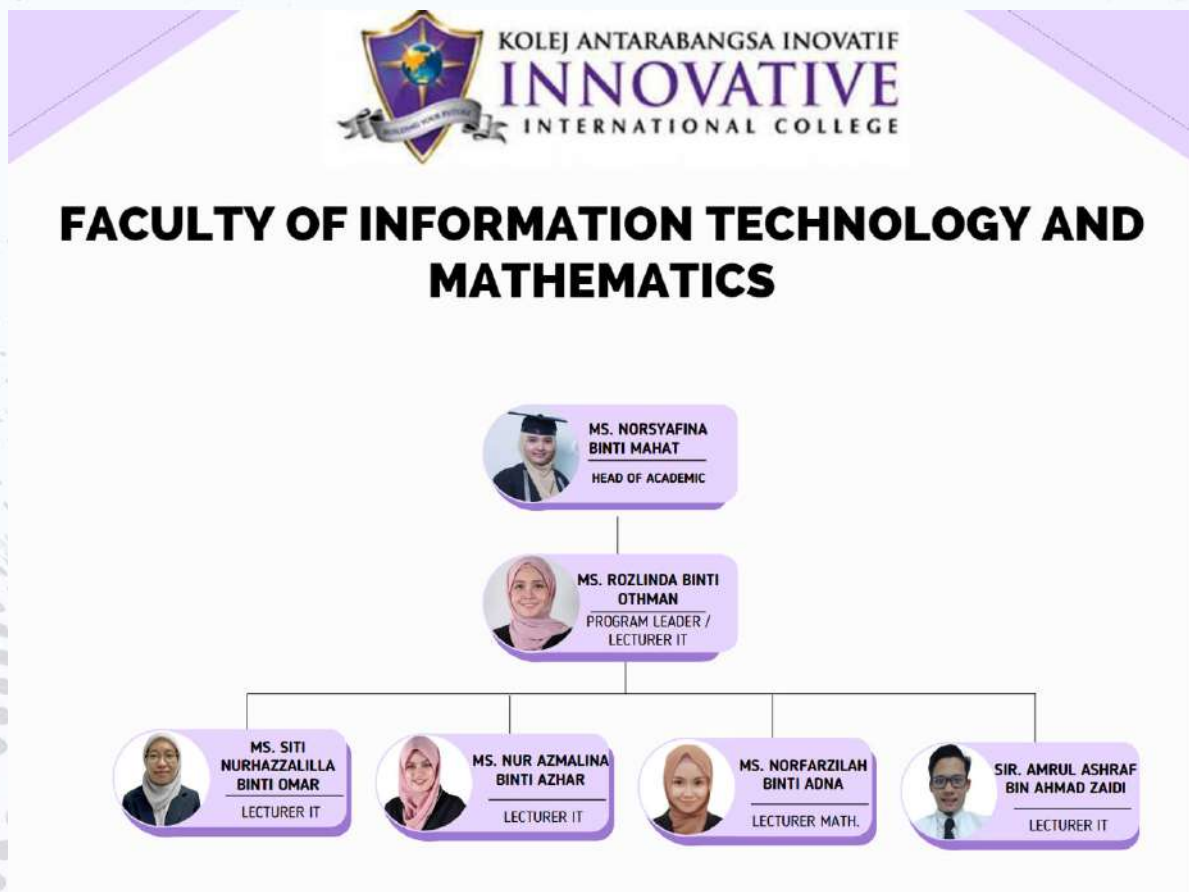
VALUES

Innovative encourages the highest standard of integrity and ethics in the process of creating a challenging work culture to deliver value to the students. Our employees at Innovative work together as a team to build a better future for our students.

CORPORATE ORGANIZATION CHART



DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY



MEMBERS OF DEPARTMENT



ROZLINDA BINTI OTHMAN

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ABOUT PROGRAMME

Diploma in Information and Communication Technology in Innovative International College is designed to produce students for the future of the information technology (IT) industries.

The Diploma in Information and Communication Technology (DICT) is a pre-degree qualification in IT, which enriches students with the skills required to face the increasing demands from the industries. DICT Programme covers a broad range of areas in Information and Communication Technology and the course curriculum includes both practical and theoretical aspects of IT knowledge. Furthermore, students will have the potential of problem solving skills and logical reasoning as well as intensive field trips to expose them to the real world in IT.

PROGRAM EDUCATIONAL OBJECTIVE (PEO)

The aims of DICT are to train:

1. Computer technicians having knowledge with numeracy and technical skill to solve basic problems in computing in line with the industry requirements and standards.
2. Computer technicians have leadership skills and communicate effectively with good interpersonal skills when interacting in a work environment.
3. Computer technicians having positive attitudes, commitment to lifelong learning and entrepreneurial mind-set for self and career development.
4. Computer technicians who are committed to ethical and professional practices in the organization and society.

PROGRAMME LEARNING OUTCOME (PLO)

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

1. Apply knowledge relating to Information Technology or Information Systems (Knowledge & Understanding);
2. Solve problems and develop appropriate IT or IS solutions (Cognitive Skills);
3. Use industry relevant methods and tools to provide technical support, configure, deploy and maintain IT or IS solutions (Practical Skills);
4. Communicate effectively and interact with peers, clients, superiors and society under work related environments (Interpersonal Skills, Communication Skills);
5. Utilised digital and numeracy skills in performing tasks related to job function (Digital Skills, Numeracy Skills);
6. Demonstrate leadership skills and responsibility in executing instructions related to job function (Leadership, Autonomy & Responsibility);
7. Dommit to principles of lifelong learning in academic and career development (Personal Skills);
8. Apply entrepreneurial mind set in performing tasks under changing industry landscape (Entrepreneurial Skills); and
9. Commit to professional and ethical practices in executing instructions related to job and organizational functions (Ethics & Professionalism).

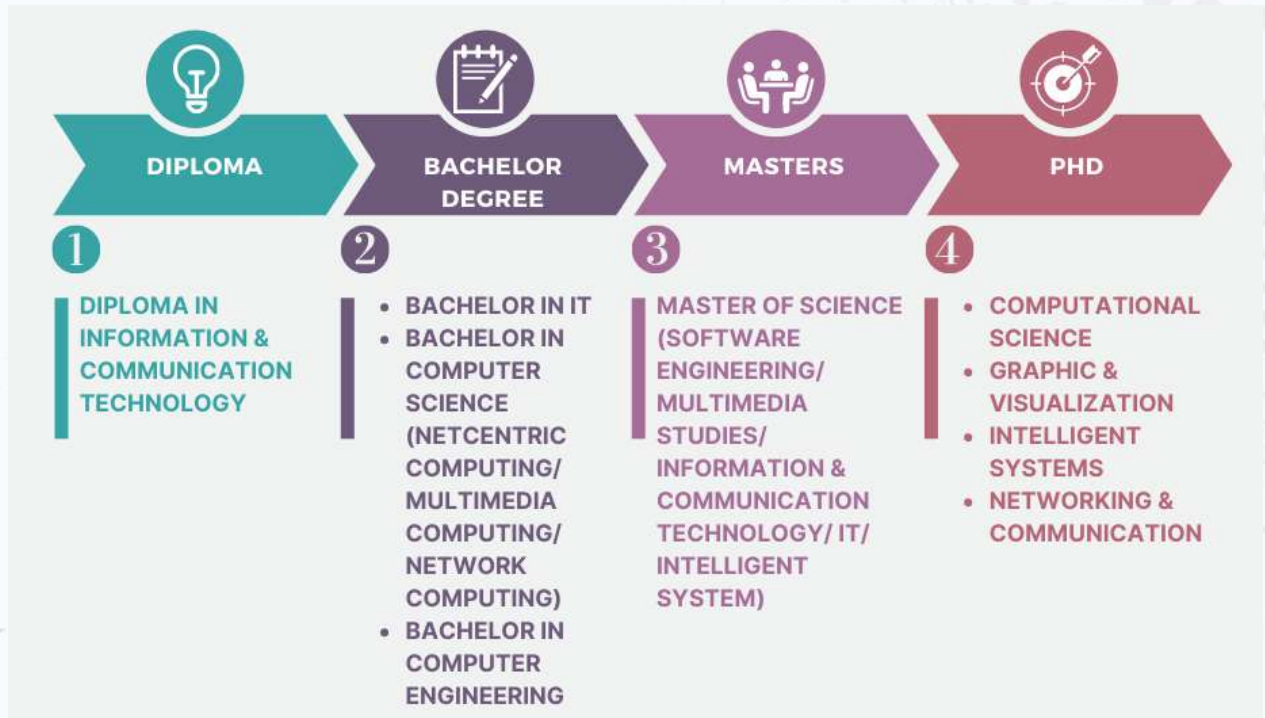
PROGRAMME STRUCTURE

Year	Semester	Course	Code	Classification	Credit Hour	
1	1	Business Communication	ENG 1313	Core Modules	3	
		Basic Computer Concepts	DIT1113	Concentration	3	
		Fundamentals of Mathematics	MTH1613	Core Modules	3	
		Introduction to Business	DPBA120	Core Modules	3	
		Pengajian Malaysia 2 (Local students)	MPU2163	Compulsory	3	
		Bahasa Melayu Komunikasi 1 (International students)	MPU2133			
	Credits Semester 1					15
	2	Problem Solving and Programming	DIT1513	Concentration	3	
		Introduction to Multimedia	DIT1313	Core Modules	3	
		Introduction to Database	DIT1213	Concentration	3	
		Discrete Mathematics	MTH1623	Concentration	3	
		Principles of Management	DPBA150	Core Modules	3	
		Professional Ethics in Malaysia	MPU2312	Compulsory	2	
	Credits Semester 2					17
	3	Major Elective Subject	DIT1323/DIT1223	Elective	3	
		PC Maintenance	DIT1143	Concentration	3	
		Bahasa Kebangsaan A	MPU2212	Compulsory	2	
		Business Etiquette	MPU2222			
Credits Semester 3					8	
4	Operating Systems	DIT2153	Concentration	3		
	Programming Fundamentals	DIT2523	Concentration	3		

		Computer Architecture	DIT2163	Concentration	3
		Major Elective Subject	DIT2234 /DIT2334	Elective	4
		System Analysis & Design	DIT2413	Concentration	3
		Community Services	MPU2412	Compulsory	2
		Event Management	MPU2422		
Credits Semester 4					18
	5	Software Design and Development	DIT2423	Concentration	3
		Object Oriented Programming	DIT2533	Concentration	3
		Data Communication & Computer Networks	DIT2243	Concentration	3
		Quantitative Methods	MTH1633	Core Modules	3
		Innovation and Creativity	DPBA 280	Core Modules	3
Credits Semester 5					15
3	6	Practical ICT	DIT2714	Major	4
		Networking for Business Systems	DIT3253	Major	3
		Major Elective Subject	DIT3543/ DIT3553	Major Elective	3
		Project	DIT3564	Major	4
	Credits Semester 6				
	7	Practical ICT	DIT2714	Major	4
Credits Semester 7					4

PATHWAY

ACADEMIC PATHWAY



CAREER PATHWAY

i. System Administrator

- Maintain network security, make needed upgrades or repairs, install network hardware/software, and evaluate and optimize a network or system for effective performance.
- Responsible for adding users to networks, managing their organisation's servers, and solving user problems with the current network or system.
- For example, they may handle daily issues, such as email applications or data storage networks that are not working properly.

ii. System Analyst

- Responsible for researching problems, finding solutions, recommending courses of actions and coordinating with stakeholders in order to meet specified requirements.

iii. Computer System Officer

- To ensure the stable operation of the computer and communication networks, thereby providing end-users, which include guests, with efficient access to the information technology systems.
- This incorporates planning, developing, installing, configuring, maintaining, supporting and optimizing all network, hardware, software, and communication links.

iv. IT Technical Support Officer

- Responsible for maintaining, updating, tweaking and repairing the computer systems and I.T. infrastructure of any given organisation.
- This means setting up new technologies, calibrating technical bits of kit, configuring systems and providing everyday technical support for the individuals using the computer systems and IT network.

v. System Designer

- The creator of the software systems that will power a video game.
- The development process to analyse the scope and design of the game to set up the platforms that will bring the game to life.

vi. Database Administrator

- Uses software to store and organise data, such as financial information and customer shipping records.
- They make sure that data is available to users and is secure from unauthorised access.

vii. Web Administrator

- Design, develop, maintain and troubleshoot websites.
- Most importantly, ensure a safe and efficient user experience.

- This may include implementing security protocols, modifying programs, creating backups, resolving software problems, updating content and more.

viii. Project Manager

- Play the lead role in planning, executing, monitoring, controlling and closing projects.

Accountable for the entire project scope, project team, resources, and the success or failure of the project.

MALAYSIA EDUCATION BLUEPRINT 2015 -2025



ACADEMIC CALENDAR

ACADEMIC CALENDAR

JAN SESSION (SHORT SEMESTER)

ACTIVITY	DURATION
First week of class (short semester)	7 week
Enrollment of semester two (2) and above (Existing students)	2 week
Add & Drop Subject	2 week
Enrollment of students with penalty charges	1 week
Study week	1 week
Final Exam	1 week
Semester Break	4 week

MAY AND SEPTEMBER SESSION (LONG SEMESTER)

ACTIVITY	DURATION
First week of class (long semester)	14 week
Enrollment of semester two (2) and above (Existing students)	2 week
Add & Drop Subject	2 week
Enrollment of students with penalty charges	1 week
Study week	1 week
Final Exam	2 week
Semester Break	4 week

*The date stated above are subject to change

ACADEMIC STRUCTURE, REGULATIONS AND PROCEDURE

REGISTRATION

Students must register for their subjects within the timeframe allocated for semester enrolment. The registration dates are published via Innovative Management System (IMS).

Late Registration

The last day for semester registration is stated in the Academic Calendar. **Failing to do so, students will be charged with a penalty, which is RM10 per day.**

Students are responsible to verify the correctness of their registered subjects and keep a copy of the semester enrolment form.

Add /Drop a course

A student can add a course if:

- a) The total credit hours registered for a particular semester do not exceed the maximum credit hours allowed (20 credits for long semester and 10 credits for short semester).
- b) Application to add a course is done within the timeframe allocated in the Academic Calendar.
- c) Approval is granted by the Programme Leader/Head of School.

A student can drop a course if:

- a) The total credit hours registered for a particular semester do not exceed the minimum credit hours allowed (12 credits for long semester and 6 credits for short semester).
- b) Application to drop a course is done within the timeframe allocated in the Academic Calendar.
- c) Approval is granted by the Programme Leader/Head of School.

If students wish to carry an extra load, or to reduce the total credit hours more than is allowed, they can appeal to the Programme Leader/Head of School.

Important note:

If students do not register their current semester during the permitted time, the student status shall be automatically classified as having deferred their study for the current semester. Generally, students are permitted to defer their study for maximum of two times only. As a consequence of failure of students to register themselves for

the current semester after having deferred their study twice, the students shall be automatically terminated.

Attendance

Students must fulfill the attendance requirements as set by both the institution and the Ministry of Higher Education.

Students must attend a minimum of 80% of overall attendance. **Failing to do so will result in being barred from sitting for final examination.**

For international students who fail to fulfill the attendance requirements, a report to the Immigration will be lodged. This will result in termination of the student's visa.

A formal warning letter will be given to students whose attendance is below satisfactory. Table 8 shows the absenteeism procedure.

Certificate	Diploma	Remarks
Absent for 2 times	1 st Absenteeism	Counseling by respective Programme Leader & lecturer & MOU
Absent for 4 times	2 nd Absenteeism	1 st warning Letter and Counseling by Programme Leader
Absent for 6 times	3 rd Absenteeism	2 nd Warning Letter and Counseling by Academic Director
The next absenteeism	The next absenteeism	To be barred from sitting for final examination (Following 80% attendance rules from the Ministry of Higher Education)

Study Leave

Students are required to apply for study leave if they need to be absent for a valid reason. Supporting documents must be submitted to the Programme Leader. A study leave must be approved by the Programme Leader & endorsed by the Head of Academic; otherwise, the student is considered to be absent.

Sick Leave

A Medical Certificate (MC) must be submitted to the Programme Leader within 72 hours. Else, the student will be treated as absent.

Emergency Leave

Supporting documents (e.g. Death Certificate, Police report and etc) must be submitted to the Programme Leader within 72 hours. Else, the student will be treated as absent.

Appeal against Debarring

Students can appeal against the school's decision on debarring from sitting for the final examination and appeal must be submitted 1 week before the examination. They must fill out the appeal form. The form must be submitted to the Programme Leader together with supporting documents. Decision will be made known to the student & decision made is FINAL.

Grading System

A student's performance in a subject is reflected by the grade received. The relationship between the grade and the point value is standardized for all courses in all programmes as shown below:

Grading System for Certificate, Diploma and Degree Programme.

The grading system used is as follows:

MARKS	GRADE	GRADE POINT	STATUS
90-100	A+	4.00	DISTINCTION
80-89	A	4.00	
75-79	A-	3.67	
70-74	B+	3.33	PASS
65-69	B	3.00	
60-64	B-	2.67	
55-59	C+	2.33	
50-54	C	2.00	
47-49	C-	1.67	CONDITIONAL PASS
44-46	D+	1.33	
40-43	D	1.00	
0-39	F	0.00	FAIL

For Compulsory courses (MPU2163, MPU2133, MPU2212, MPU2222, MPU2412 and

MPU2422), the grading system is shown below:

Marks	Grade / Status
75 – 100	A
65–74	B
50–64	C
0-49	Fail

GPA & CGPA

The Grade Point Average (**GPA**) is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. GPA may range from 0.0 to 4.0.

$$\frac{\text{Total Number of Grade Points for one semester}}{\text{Total Credit Hours for one Semester}}$$

The Cumulative Grade Point Average (**CGPA**) is defined as the calculation of the cumulative grade point average value obtained by students in all subjects. The grade points obtained in all subjects are calculated along with the total number of credit hours' students have attempted.

$$\frac{\text{Total Number of Grade Points for all semesters}}{\text{Total Number of Credit Hours taken}}$$

Repeating & Re-sitting Criteria for Diploma Programmes

Students who failed a subject are required to repeat the failed subject during their study. To be eligible to re-sit an examination, a student must achieve between **35** to **39** marks.

The grading system used for re-sit examination is shown in Table 7:

MARKS	GRADE	GRADE POINT	STATUS
47-49	C-	1.67	CONDITIONAL PASS
44-46	D+	1.33	
40-43	D	1.00	
0-39	F	0.00	FAIL

FACILITIES

LIBRARY

IIC Library offers an excellent collection of materials in a conducive and vibrant ambience for the library users to indulge in a wider scope of reference for study and research. Students are allowed to borrow 2 books for 2 weeks. The IIC Library is responsible for determining the rules and regulations for user behavior and conduct in the library. It is to enable the best distribution of resources and facilities for all.

These rules are intended to;

- Protect the rights of users, the use of library materials and facilities.
- Protect the rights of library employees to conduct their work well.
- Preserve library materials and facilities from damage.
- Ensure the safety of library users and staff.

Students should know the due dates of borrowed items checked out in their names, and to return them on time. Students also may renew loans twice only. Lost material charges will be based on the cost of the book plus processing fees of RM 30.

IIC Library Rules and Regulations

- a) Library opening hours during semester is 9:00 a.m. to 6:00 p.m. daily except Saturday, Sunday and Public Holidays.
- b) Students must be formally and decently attired as defined in the college dress code.
- c) Only reading and writing materials can be brought into the library. Other materials such as bags, umbrellas, parcels, crash helmets, etc., are not to be brought into the library.
- d) Students are required to conduct themselves properly and cooperate fully with the staff to create a pleasant atmosphere in the library conducive for study and research.
- e) Silence is to be observed in the library.
- f) Damaging or stealing library materials/properties will lead to strict disciplinary action.

- g) Students are not allowed to remove or change the placement of chairs, tables or any other furniture in the library.
- h) The library accepts no responsibility for loss of personal belonging(s) left unattended.
- i) The library staff on duty has the authority to ask any student who causes disturbance in the library to leave the premises.
- j) Students may be required to show all books and items they carry for inspection before leaving the library.

COMPUTER LAB

Computer Lab Rules

General

All computer users (staff, students, and others) are expected to be responsible for their own behavior on the computer system, including the Internet, just as they are anywhere else in the college. Users are reminded that their actions can represent the entire college community. This includes materials they choose to access, language they use, ideas they express, and other actions which they take.

Uncertainty

If you are unsure of what to do, for instance in the case of an error message, a website offer, a strange email, a hardware malfunction, etc., ask a lab supervisor. It is better to wait and ask than to take an action by yourself that would compromise the computer, or the network.

No Noise

Noise must be kept to a minimum to avoid causing distraction of concentration. Please do not let your phone ring, and do not have conversations, or listen to music without headphones in the lab. Students are not allowed to access the computer lab when they are scheduled to have other classes.

Air Conditioning

Because the labs are air conditioned, doors and windows must be kept closed. This is also to prevent the insects which can damage the computers.

Equal Access

It is common that there are not enough computers for the number of people who want to use them (more users than computers). In order to ensure that everyone has some opportunity to use the computers, please limit computer use to one hour, if there are people waiting.

In order to manage this process, please observe the following:

- Add your name to the bottom of the list if there is a computer free and note the time you begin using the computer.
- If you are waiting, check if there is someone who has been using the computer for more than one hour. If there is, you may ask this person to leave and if they should leave, then you can use the computer (note the time in the list).
- When you leave, please note the time you have finished. If no one is waiting, you may use the computer for more than one hour.
- When you are asked to leave, you may add your name to the list again if you want to continue using the computer. Please be respectful of your fellow students and help ensure that everyone has a fair chance to use the computers.
- **Broken Equipment** - Do not try to repair the equipment yourself. If you encounter problems with equipment, you should report this to the lab supervisor.
- **Cleanliness** - Smoking, drinking, or eating in the lab can damage the equipment and attract insects or rodents and these actions are strictly prohibited. Please keep the lab neat; clean up any mess, use rubbish bins, and leave equipment and furniture properly arranged.

Inappropriate Content

Controversial content (e.g. pornography) is not appropriate in an academic setting. Users should expect that their browsing history will be recorded, and might be examined by system administrators. For more details, see the ICT Policy and sections below on Web and E-Mail Usage.

Account Usage

Each user must have his/her own account. Accounts are not to be shared. This is for accountability and security. You must log out when you leave. Users should not access other people's files unless permission has been given by the owner of the file.

Programs (e.g. Yahoo Chat) may NOT be downloaded and installed from the internet. If you are unsure whether a web page is downloading a program, please ask a lab supervisor. This is for security and uniform lab maintenance. Personal program files may NOT be installed. This is for licensing and security reasons.

Personal work files, such as documents, may be brought into the lab, but must be scanned for viruses prior to use, to prevent system infection. Ask a lab supervisor for details. Hacking (attempting to gain unauthorized access to secured content, violating system policies and/or permissions, creating viruses or propagation, etc.) is prohibited.

Web Usage

Computer users browsing the World Wide Web are expected to avoid offensive materials. Should any user encounter any such material accidentally, they should report immediately

to an instructor. Users should expect that their browsing history will be recorded, and might be examined by system administrators.

Users should note that the internet is available to all kinds of people, and that there are many scams and otherwise illegal or immoral activities on the internet. They should be just as cautious of information on the internet as they should be in the streets. Bandwidth is a limited resource. When throughput is slow, you may be asked to cease high-bandwidth activity (e.g. music downloading). to an instructor. Users should expect that their browsing history will be recorded, and might be examined by system administrators.

Users should note that the internet is available to all kinds of people, and that there are many scams and otherwise illegal or immoral activities on the internet. They should be just as cautious of information on the internet as they should be in the streets. Bandwidth is a limited resource. When throughput is slow, you may be asked to cease high-bandwidth activity (e.g. music downloading).

E-Mail Usage

Computer users should realize that, in their on-line communications, their actions may be interpreted to represent the college community. Therefore, users should not use any rude language, or communicate any offensive ideas.

Users should again note that the internet is available to all kinds of people, and there are many scams and otherwise illegal activity perpetrated through email. E-mail from unknown persons should be received very cautiously. You are cautioned against giving out your personal information (such as name, phone, and address). It is forbidden to forward chain letters/e-mails. These are defined as any e-mail which states that it should be forwarded to others. These especially include warnings of viruses, worms, security warnings, etc. Such warnings will be sent by system administrators only.

STUDENTS HANDBOOK

WHY WE CHOSE INNOVATIVE

"Besides being awarded a full scholarship for obtaining straight(A's) in SPM, the reason I chose Innovative in pursuing the Pre - U Programme is because the lecturers are caring and passionate in teaching"
Denise Tan
Canadian pre-university

"IIC really cares about us as they provide free accommodation & transport, a plus factor for students from outstation."
Shanta from Diploma in Information and Communication Technology

"Innovative International College provides us a very comprehensive learning environment and I look forward to attending class everyday because of its special small ratio of student's class."
Fahmy & Syashivaarma
Canadian pre-university



Disclaimer:

Innovative International College may change, move or delete portions of, or may add to this handbook from time to time.

The rules and regulations are effective unless you have decided to withdraw from the College.

I have read, understood and agreed on the rules and regulations outlined in this student handbook. Should I fail to follow Innovative rules and regulations, I shall take full responsibility for the consequences without any disagreement to the final decision made by Innovative.

(Student's Name)

(Student's IC/Passport No.)

(Student's Signature)

(Date)

***Kindly tear this portion and return to Registry**

Verified By

(Programme Leader 's Name)

(Date)

(Signature)