KOLEJ ANTARABANGSA INOVATIF
INNOVATIVE
INTERNATIONAL COLLEGE

PROGRAMME HANDBOOK

DIPLOMA IN BUSINESS ADMINISTRATION

KPT: R3/345/4/0866 MQA: A5791

JPT | JABATAN PENDIDIKAN TINGGI

MQA Agensi Kelayakan Malaysia
Malaysian Qualifications Agency

A WORD FROM PROGRAMME LEADER

Hello & welcome to everyone.

I am Miss Rose, writing this speech to congratulate each one of you, for actually managing to take the first step in pursuing your study at Innovative International College. Once again, welcome to the Faculty of Business Administration. I hope you will be glad as much as I am right now.

Here I am, with my two arms and a very grateful feeling to the top management that has given me this opportunity to be the first person here to formally congratulate you. Being a teenager myself, I understand that choosing a higher education institution is the most crucial phase in our life, but here you are willing to take on all the challenges. Thus, well done and please give a big round of applause to yourself.

At this faculty, it is mostly about learning and polishing yourself to be professionals and executives in this competitive world. Students will be equipped with essential skills, knowledge and understanding about business, management and varied related roles in the industries.

Hence, we as an academician in this faculty were taught to give our best effort not only in delivering the lessons but also in organizing interesting activities and programs for the students. This is hoped to provide the most amazing experience to the students.

Lastly, I feel the need to say thank you for all the trust that you have given to us by choosing to start your journey here. I hope it is a decision that will change your life.
That is all from me for now. Please have a good day ahead.

ROSNIZA BINTI MOHAMAD NOOR
Programme Leader of
Diploma in Business Administration

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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.

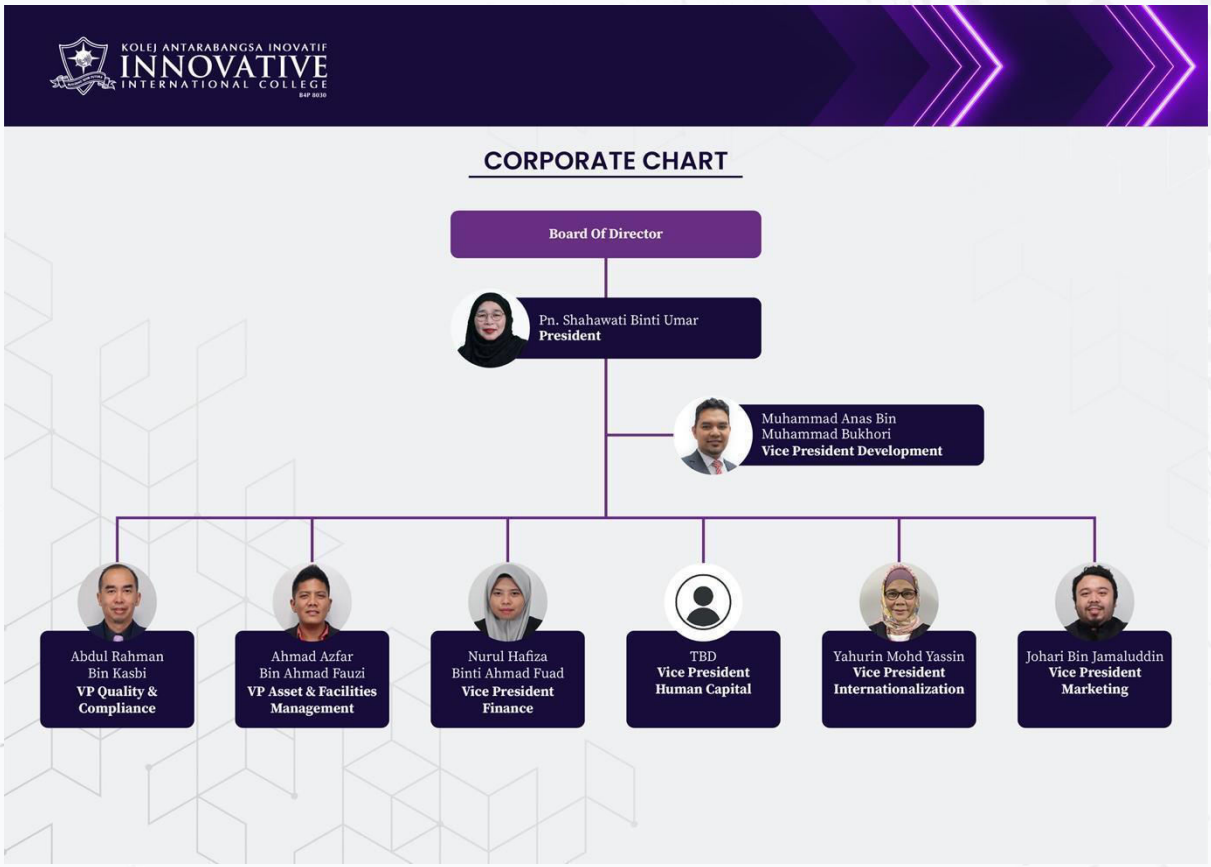
PHILOSOPHY

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.

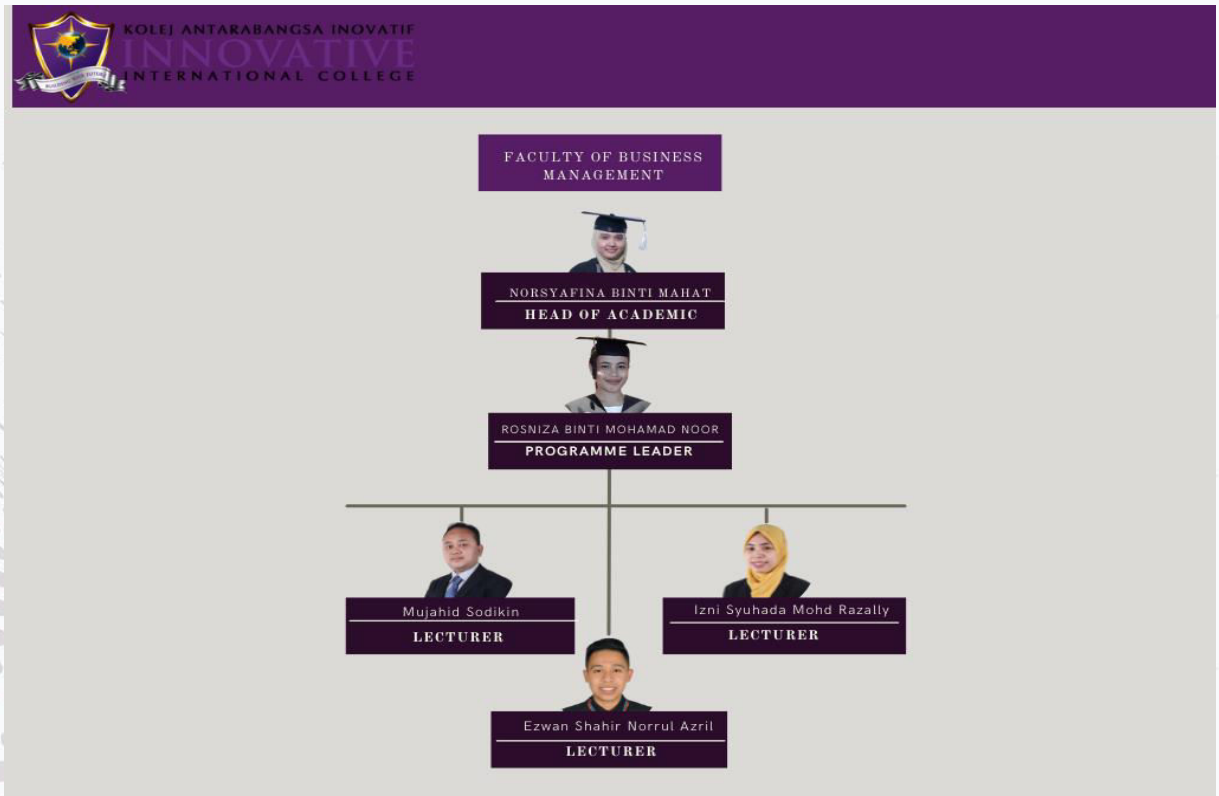
VALUES

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 BUSINESS ADMINISTRATION ORGANIZATION CHART



MEMBERS OF DEPARTMENT

ROSNIZA MOHAMAD NOOR

Master in Business Administration
Bachelor in Business Management (Marketing)

rosemohamadnoor@innovative.edu.my 018-9063217

Deputy Head of Academic
Programme Leader of Diploma in Business Administration
& Certificate of Business Studies

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Lecturer

EZWAN SYAHIR BIN NOORRUL AZRIL

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Lecturer

MALAYSIA EDUCATION BLUEPRINT 2015 -2025

To achieve these system and student aspirations, the MEB (HE) outlines 10 Shifts that will spur continued excellence in the higher education system. All 10 Shifts address key performance issues in the system, particularly with regard to quality and efficiency, as well as global trends that are disrupting the higher education landscape.

The first four Shifts focus on outcomes for key stakeholders in the higher education system, including students in academic and TVET pathways, the academic community, as well as all Malaysians participating in lifelong learning. The other six Shifts focus on enablers for the higher education ecosystem, covering critical components such as funding, governance, innovation, internationalisation, online learning, and delivery.

Source:
Malaysia Education Blueprint 2015-2025 (Higher Education)

ABOUT PROGRAMME

The Diploma in Business Administration at Innovative International College is designed to prepare students to have a place in a corporate business world.

Business industry has emerged as one of the major career options in Malaysia nowadays. Many career guides have stated that business management is the next big career option for all students who have the interest and passion to study how businesses work in the real world and complex market environment.

This program provides the opportunity to explore and develop a foundational understanding in all areas of business. Upon completion of this program, students will be prepared to further their studies at the Diploma level in Accounting, Business Administration, Marketing and Human Resource Management, among other business-related majors.

PROGRAM EDUCATIONAL OBJECTIVE (PEO)

1. To provide learners with the fundamental, theoretical and technical knowledge of facts and principles at an intermediate level of business discipline.
2. Possess basic operational and entrepreneurial skills to perform effectively and responsibly in different organizations.
3. Use basic digital applications and numeracy skills to support business functions
4. Exhibit teamwork and interpersonal communication skills in a professional way in the business field

PROGRAMME LEARNING OUTCOME (PLO)

1. Ability to learn and understand fundamental *knowledge* on business management studies
2. Ability to apply basic business knowledge to *solve* routine problems in different organizations
3. Perform mainly routine t*asks/ operations*
4. Demonstrate i*nterpersona*l & collaborative skills
5. Demonstrate basic written oral *communication*

6. Demonstrate relevant d*igitals* skills for works
7. Demonstrate basic n*umerical* and graphical data
8. Demonstrate r*esponsibility* for business operations for self and others with guidance
9. Perform *self-improvemen*t for academic and career development
10. Perform basic e*ntrepreneur* skills
11. Perform e*thically* within business organizations

DURATION

2 years & 6 months
5 long sem & 2 short sem

ENTRY REQUIREMENT

1. Pass SPM/STPM with 3 or 5 credits or 'O-Level' or equivalent, which is approved and recognized by the Ministry of Higher Education of Malaysia or equivalent by the Academic Board. For Diploma in Information and Communication Technology and Diploma in Islamic Banking, applicant must pass SPM with 3 credits include Mathematics; or
2. For International Students, complete Year 11, or equivalent, which is endorsed by the embassy of the country of study, and is approved and recognized by the Ministry of Education of Malaysia, or equivalent which is approved by the Academic Board;
3. Students are required to sit for English Placement Test (EPT). If they fail, they will be required to attend Accelerated English Programme class. However, the students who have achieved IELTS score of 6.0 (no band less than 6.0) or equivalent, are exempted from sitting for English Placement Test.
4. The Academic Board has the authority to override the above in the event of an exceptional applicant, provided that a thorough portfolio review and/or interview has been conducted by the review committee who has been confirmed by the Malaysia Qualification Agency (MQA).

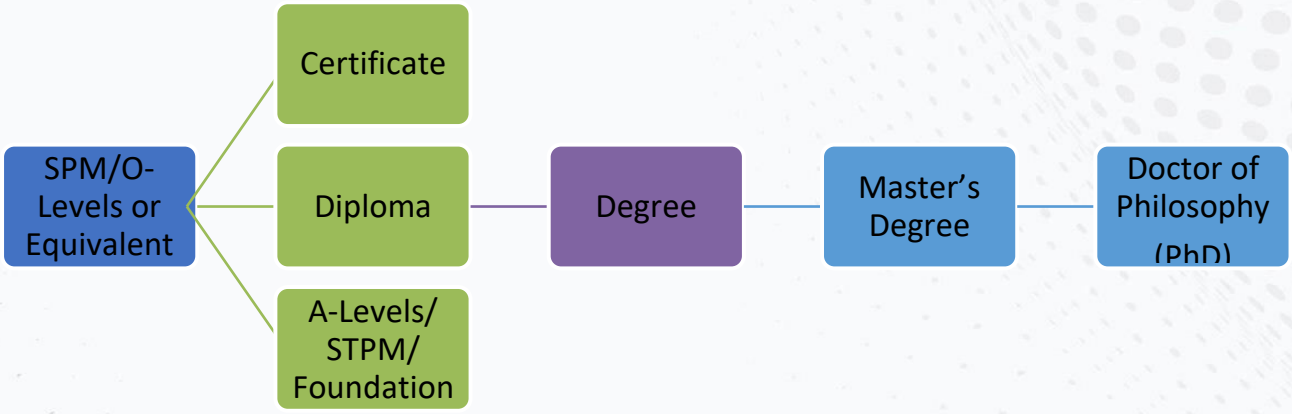
PROGRAMME STRUCTURE

Year	Semester	Course	Code	Credit
1	1	Basic Computer Concept	DIT1113	3
		English Proficiency 1	ENG1113	3
		Pengajian Malaysia 2, or Bahasa Melayu Komunikasi 1	MPU2163	3 3
		Introduction to Business	DPBA1113	
		Principles of Management	DPBA1123	3
	Total Credit			15
	2	Business Mathematics	MTH1643	3
		English Profieciency 2	ENG1213	3
		Bahasa Kebangsaan A/ Business Etiquette	MPU2222	2
		Introduction Information Technology	DIT1133	3
		Microeconomics	DPBA1213	3
		Professional Ethics in Malaysia	MPU2312	2
	Total Credit			16
	3	Financial Accounting 1	DPBA1313	3
		Legal Framework	DPBA1323	3
		Principles of Marketing	DPBA1333	3
	Total Credit			9
2	1	Financial Accounting 2	DPBA2413	3

		Macroeconomics	DPBA2423	3
		Business Statistics	MTH1653	3
		Human Resource Management	DPBA2433	3
		E-Commerce	DIT3173	3
		Event Management	MPU2422	2
	Total Credit			17
	2	Fundamentals of Financial Management	DPBA2513	3
		Principles of Operation Management	DPBA2523	3
		Management Information System	DIT1223	3
		Business Communication	ENG1313	3
		Organisational Behaviour	DPBA2533	3
		Business Marketing	DPBA2543	3
	Total Credit			18
	3	Business Law	DPBA2613	3
		Consumer Behavior	DPBA2623	3
3	Total Credit			6
	1	International Business	DPBA3713	3
		Entrepreneurship	DPBA3723	3
		Final Project	DPBA3733	3
	Total Credit			9
	Total Credits to Graduated			90

PATHWAY

ACADEMIC PATHWAY



CAREER PATHWAY

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 SEMSTER)

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 a 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	1st Absenteeism	Counselling by respective Programme Leader & lecturer & MOU
Absent for 4 times	2nd Absenteeism	1st warning Letter and Counselling by Programme Leader
Absent for 6 times	3rd Absenteeism	2nd Warning Letter and Counselling 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 below:

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 had 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.

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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. Email 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.

WHY WE CHOOSE INNOVATIVE?

I am happy with the lecturers as they are concerned about their students. They teach us in an easy language and it is easy to understand.

Daaniyah Abdul Aziz, Diploma in Business Management

IIC really cares about us as they provide free accommodation & transport. A plus factor for students from outstation

Shanta, Diploma in Information and Communication Technology

All the lecturers are very nice and helpful. Their explanation in class are very clear and easy to understand

Noor Syazwani Nabila, Diploma in Business Administration

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)

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