

Student Handbook

Edition 1.9



FACULTY OF COMPUTING AND INFORMATION TECHNOLOGY

Diploma in Information and Communications Technology

1. INTRODUCTION

1.1 General Information

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| COURSE TITLE | Diploma in Information and Communications Technology (DICT) |
| AWARD | INTI INTERNATIONAL UNIVERSITY COLLEGE |
| MODE OF STUDY | FULL TIME |
| DURATION | 2 years 4 months or 2 years 8 months |
| TOTAL CREDITS | 92 credit hours |
| MODE/PATTERN OF ATTENDANCE | Full- time |
| INTAKE | January/May/September |

1.2 Principal Staff

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| Dean of Faculty of Computing & IT: | Assoc. Prof. Ms. Jasmine Low |
| Head of Programme: | Ms. Fairuz Bte Abdul Ghafir |
| Programme Officer: | Ms. Anna Lee Shew Fang |

2. DESCRIPTION OF THE PROGRAMME

This diploma programme is designed for students who are interested in building information systems, and communicating data through networked organisations. It is particularly well suited to individuals interested in extending the ability of communities to produce and make intelligent and creative use of information. This ability is rapidly becoming one of the most important attributes of successful individuals, organisations and nations.

Classes and laboratory work in this diploma programme aim to give a thorough understanding of the principles and theories in this field. It also aims to create awareness and experience of current practice and appreciation of the directions of research. This programme is designed to ensure that you will not only make a skilled contribution when you start your career, but also be able to extend your knowledge as the need arises in this fast changing industry. Students can seek employment after completion of this diploma or they can opt to

continue further their studies leading to a degree course in computing and IT or related disciplines.

The overall aim of this diploma is to produce graduates who are suited and equipped for a career in, or related to, branches of computing and information technology. In today's fast growing and changing IT industry, we aim to produce skilled graduates who will be able to continuously supply the growing needs of local and international employers nation wide.

3. PROGRAMME OBJECTIVES

The INTI Diploma in Information and Communications Technology is intended to prepare students for practical work in computing and information technology. Its aims are to:

- a) provide information and communication technologies with emphasis on software development processes;
- b) attain skills and attributes to communication, team working, establish commitment to on-time delivery of work, and develop core technical skills including programming, systems analysis, design and system building;
- c) provide students practical experiences of undertaking multi-disciplinary and group projects.
- d) indicate how computers are integrated into business organisations;
- e) develop the skills in communication, oral and written, which is important in business computing and information processing;
- f) provide the limited mathematical and statistic skills needed for the understanding and use of computers; and
- g) provide a sound understanding of the analysis and design.

A student in this programme will be awarded the INTI Diploma in Information and Communications Technology once he/she has passed all the modules during his/her semester studies at INTI International University College.

4. ENTRY REQUIREMENTS

The following are the basic guidelines for entry into the DICT programme. In exceptional cases, applicants who marginally fall short of the requirements but who can offer evidence of their ability to cope with university level studies may be considered for entry into the programme. This special consideration is given solely at the discretion of the Admissions Committee who will consider all cases based on individual merits.

4.1 DICT's Entry requirement

4.1.1 To enter into DICT Semester 1

SPM/O-Level : CCC.

UEC : BCCCC.

4.2 Documents/Particulars Required for Application

- a) Completed application form (obtainable from INTI University College),
- b) Certified true copies of all academic qualifications,
- c) 3 passport-size photographs (with name, IC number and programme applied in, written clearly on the reverse side),
- d) A Photostat copy of identity card, and
- e) Application fee

5. ACADEMIC SUBJECTS

5.1 Subjects List

Level 1

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|--------|--------------------------------------|
| CSC114 | Principles of Information Technology |
| CSC115 | Program Logic Formulation |
| CSC116 | Technology of Web Development |
| CSC117 | Structured Programming |
| CSC118 | Database Management |
| CSC119 | Interactive Multimedia |
| CSC120 | Systems Analysis and Design |
| CSC148 | PC Troubleshooting and Maintenance |
| CSC190 | Digital Image Editing |
| MAT119 | Fundamentals of Mathematics |
| MAT156 | Discrete Mathematics |
| STA154 | Quantitative Methods For Business |
| ENL153 | English 1 |
| ENL154 | English 2 |

Level 2

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| CSC246 | Object-oriented Programming |
| CSC247 | Computer Organization |
| CSC249 | Fundamentals of Networking |
| CSC264 | Computer Ethics |
| CSC251 | Network Design, Testing and Implementation |
| CSC285 | Project |
| CRI213 | Critical Analysis |
| CSC286 | IT Entrepreneurship Skills |
| CSC266 | E-Commerce Theory and Applications |
| MGT230 | Foundations of Business Organization |

LAN compulsory subjects

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| MPW1113 | Bahasa Kebangsaan A (For Local Students) |
| MPW1123 | Bahasa Kebangsaan B (For Foreign Students) |
| MPW1133 | Malaysian Studies |
| MPW1143 | Islamic Studies |
| MPW1153 | Moral Education |

Note:

Students are required to complete a module each on Malaysian studies, Islamic Studies (for Muslim Students)/Moral Education (for non-Muslim Students) and Bahasa Kebangsaan (exempted if a credit in BM has been obtained at the SPM level).

5.2 Descriptions of courses

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| CSC114 PRINCIPLES OF INFORMATION TECHNOLOGY | | Level 1 |
| This course introduces the computer hardware configuration, I/O devices, storage and file processing methods, the functions of operating systems, data communications and network, computer programming concepts and languages, and instructs the practical use of application packages such as Microsoft Word, Microsoft Excel and Microsoft Access. | | |
| Pre-requisite | None | |
| Assessment | Tests: 20%, Assignments: 10%, Tutorials: 10%. Final Examination: 60%. | |
| Basic Text | 1. Capron H. and Johnson J., (2004), Computers: Tools for an Information Age, 8th edition, Prentice Hall Publication. | |

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| CSC115 PROGRAM LOGIC FORMULATION | | Level 1 |
| This course is an introduction to program logic formulation and design. This course presents basic concepts of problem solving, an introduction on how problems are solved on computers and steps in analyzing a problem and designing an appropriate solution using various types of logic diagramming which can be applied in any computer languages. It includes the various standards needed to provide a degree of predictability in programs of a common type, written in a common language or written for computer installations. It covers as well the implementation of program testing and debugging, multidimensional arrays and file processing methods. | | |
| Pre-requisite | None | |
| Assessment | Assignments: 30%, Test: 10%. Final Examination: 60%. | |
| Basic Text | 1. Sprankle M., (2001) Problem Solving & Programming Concepts, 5 th ed., Prentice Hall, New Jersey | |

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| CSC116 TECHNOLOGY OF WEB DEVELOPMENT | | Level 1 |
| This module involves introducing students to Internet and its basic applications. It provides students with understanding on Internet resources and connections, client/server sites, URL, HTML, Gopher, USENET, E-mails, Mail List and remote login (Telnet, FTP, Archie). At the later stage of the course, students will be taught on HTML, Internet security issues, and also the future trends of Internet. | | |
| Pre-requisite | None | |
| Assessment | Test (1): 10%, Assignment (1): 10%, Project: 20%. Final Examination: 60%. | |
| Basic Text | 1. Mc Laren, B.,(1999)Understanding & Using the Internet, Cincinnati, South Westerns | |

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| | 2. Comer D. E., (2000) The Internet, 3rd edition, Prentice Hall Publisher (ISBN: 0130308528) |
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| CSC117 STRUCTURED PROGRAMMING | | Level 1 |
| This course is aimed to give students an introduction to the concepts of C++ programming language. Students will learn the features designed to make C++ programming as a tool to solve problems. Students will be exposed to program development life cycle in solving programming problems. | | |
| Pre-requisite | Pass in CSC115 Program Logic Formulation | |
| Assessment | Tests (2): 10%, Assignments (2): 20%, Laboratory Exercises: 10%. Final Examination: 60%. | |
| Basic Text | 1. Deitel H.M & Deitel P.J. (2001), C++, How to Program, 3rd edition, Prentice Hall, New Jersey | |

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| CSC118 DATABASE MANAGEMENT | | Level 1 |
| This course provides a study of the practical aspects of computerised information systems by investigation of access, storage and manipulation techniques. | | |
| Pre-requisite | None | |
| Assessment | Test (1): 10%, Assignment(1): 10% Projects: 20%. Final Examination: 60%. | |
| Basic Text | 1. Feddena H, (2002), Microsoft Access Version 2002 Inside Out, Microsoft Press (ISBN: 0-7356-1283-8) 2. Connolly T. and Begg C.,(2004), Database Solutions: A step-by-step guide to building databases, 2nd edition, Pearson Addison Wesley (Part 1 and Part 2) | |

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| CSC119 INTERACTIVE MULTIMEDIA | | Level 1 |
| This module explores the design, construction and application of interactive multimedia programs. It encourages students to explore and build literacy in the new media by exposing them to both the concepts, tools and techniques of multimedia design. As an introductory course, students will critically examine the history and structure of the multimedia industries and develop an understanding of the theories and aesthetics underlying human-computer interface. Using creative approaches to multimedia computing, students will be expected to draw upon all of their interest and abilities. Thus, students will be given the opportunity to explore a broad range of interactive media involving graphics, images, spatial models, animation, video and sound, as well as text based data. | | |
| Pre-requisite | None | |
| Assessment | Test (1): 10%, Assignment (1): 10%, Project: 20%. Final Examination: 60%. | |
| Basic Text | 1. Vaughan T., (2001), Multimedia: Making It Work,5th edition, McGraw Hill Publication. 2. Hofstetter F.T.,(2001), Multimedia Literacy, 3rd edition, McGraw Hill Publication. | |

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| CSC120 SYSTEMS ANALYSIS AND DESIGN | | Level 1 |
| This module provides students with an understanding to the system development process commonly used in a business environment. | | |
| Pre-requisite | Pass in CSC118 Database Management | |

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| Assessment | Test (1): 10%, Assignment (1): 10%, Project: 20%. Final Examination: 60%. |
| Basic Text | 1. Cashman S. and Rosenblatt, (2002), Systems Analysis and Design, 4th Edition, Course Technology, International Thompson Publishing |

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| CSC148 PC TROUBLESHOOTING AND MAINTENANCE | Level 1 |
| This module is all about electronic circuits: What they are, what they look like, what they do, and how to build them. It also teaches about internal and external contents of PC and its' central processing unit architecture. Furthermore, student has to learn and master the disk operating system. They will also be taught of using various software tools in troubleshooting hardware problems as well as software hazards configuration. This course serves as a basic foundation on computer repairing and servicing. | |
| Pre-requisite | Pass in CSC114 Principles of Information Technology |
| Assessment | Test(1): 10%, Assignments(3): 30%. Final Examination: 60%. |
| Basic Text | 1. Regan P., (2000), Troubleshooting the PC, Prentice Hall Publishing |

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| CSC190 DIGITAL IMAGE EDITING | Level 1 |
| The course exposes students to the basic computer graphics and its editing. Students will be exposed to image-editing tools and some common editing techniques. This module allows students to much practical with graphic editing software and in producing creative digital images. | |
| Pre-requisite | None |
| Assessment | Test (1): 10%, Assignment (1): 10%, Projects: 20%. Final Examination: 60%. |
| Basic Text | 1. Adobe Photoshop 6.0 Classroom in a Book (2000), Adobe Development Team, Book and CD ROM Edition, Adobe Press 2. Behoriam E. (2003), Adobe Photoshop 7: Introduction to Digital Images, Pearson Publication |

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| ENL153 ENGLISH 1 | Level 1 |
| This course serves to improve the student's language skills through the teaching of grammar, reading of passages, vocabulary exercise and simple writing tasks. | |
| Pre-requisite | None |
| Assessment | Tests (2): 20%, Assignments/Exercises: 20%. Final Examinations: 60% |
| Basic Text | 1. Connelly, Michael & Jean Sims, Time and Space: A Basic Reader, 2 nd ed., Englewood Cliffs: Prentice Hall, New Jersey, 1990. |

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| ENL154 ENGLISH 2 | Level 1 |
| This course is designed to help students apply grammar and writing skills taught in the previous semester and to guide them to write a variety of essays effectively. | |
| Pre-requisite | Pass in ENL153 English I |
| Assessment | Test: 10%, Oral Presentation: 10%, Assignments: 20 %, Final Examination: 60% |
| Basic Text | 1. Azar, Betty.S, Understanding and Using English Grammar, 3 rd ed., Prentice Hall Inc., New Jersey, 1999. 2. Collins, Wilkie, The Moonstone, Ed. Derek Strange, London, Pearson Education, 2000. |

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| STA154 QUANTITATIVE METHODS FOR BUSINESS | | Level 1 |
| This course consists of topics from descriptive statistics, probability and statistical inferences, forecasting techniques, index numbers and chi-square analysis. Descriptive statistics covers organizing, presenting, and summarizing data. Probability includes Bayes' Theorem and probability distribution. Statistical inferences emphasizes on estimation and hypothesis testing of large and small samples. Under forecasting techniques concepts of simple linear regression and correlation are covered. In addition, students are introduced to the SPSS software where they learn how to present the data collected, and perform hypothesis testing, regression, and correlation analysis. | | |
| Pre-requisite | None | |
| Assessment | Test 1: 10%, Test 2: 10%, Assignment/Quizzes: 10%, Laboratory Work: 10%. Final Examination: 60%. | |
| Basic Text | 1. Keller, G. (2005), Statistics for Management & Economics. 7th ed., Brooks/Cole | |

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| MAT119 FUNDAMENTALS OF MATHEMATICS | | Level 1 |
| This course is based on precalculus algebra where students will study basic algebraic operations, polynomial equations and inequalities, functions and their graphs, exponential and logarithmic functions and sequences and their applications in problem - solving. | | |
| Pre-requisite | None | |
| Assessment | Test 1: 15%, Test 2: 15%, Assignments/Quizzes: 10%. Final Examination: 60%. | |
| Basic Text | 1. Gustafson, R.D. & Frisk, P.D., College Algebra, 7 th ed., Pacific Groove, Brooks/Cole Publishing Company, 2001 | |

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| MAT156 DISCRETE MATHEMATICS | | Level 1 |
| This course covers topics on bases and number representation, computer representation and arithmetic, Boolean algebra, propositional calculus, sets and functions, coding and graphs. | | |
| Pre-requisite | Pass in MAT110 Fundamentals of Mathematics | |
| Assessment | Test1: 15%, Test 2: 15%, Assignments/Quizzes: 10%. Final Examination: 60%. | |
| Basic Text | 1. Rosen, KH. Discrete Mathematics & Its Applications. 6 th ed., McGraw Hill, 2007. | |

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| CSC246 OBJECT-ORIENTED PROGRAMMING | | Level 2 |
| This module exposes students to the concepts of object-oriented programming. It focuses on the Java programming language itself, covering data types, operators, control statements, classes, applets, and the Abstract Windows Toolkit. | | |
| Pre-requisite | Pass in CSC117 Structured Programming | |
| Assessment | Tests (2): 20%, Lab Tutorials: 20%, Project: 20%, Final Examination: 40%. | |
| Basic Text | 1. Java TM 2 Software Development Kit (JavaTM 2 SDK), Sun Microsystems 2. Lewis J. and Loftus W.,(2005) Java: Software Solutions: Foundations of Program Design, 4th Edition, International Edition, Pearson Education Inc. | |

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| CSC247 COMPUTER ORGANISATION | | Level 2 |
| This course covers the structure of computer system with concentration in the architecture of microprocessor, memory sub-system, I/O sub-system, and Assembly language. It assumes some programming experience and equips students with knowledge of computer structure, operation and input/output facilities. | | |
| Pre-requisite | Pass in CSC117 Structured Programming | |
| Assessment | Test (1): 10%, Assignments (3): 30%, Final Examination: 60% | |
| Basic Text | <ol style="list-style-type: none"> 1. Mazidi M. Ali and Mazidi J. Gillispie, (1998), The 80 x 86 IBM PC and Compatible Computers (Volume 1 & 2) Assembly Language, Design and Interfacing, 3rd edition, Prentice Hall. 2. Stallings W., (2000), Computer Organization and Architecture Designing for Performance, 5th edition, Prentice Hall, New Jersey. | |

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| CSC249 FUNDAMENTALS OF NETWORKING | | Level 2 |
| This module focus on fundamental issues in networking field such as OSI model, transmission of digital data, multiplexing, error detection and correction, data link control and protocols, LAN, switching, and TCP/IP protocol suite. | | |
| Pre-requisite | None | |
| Assessment | Test (1): 10%, Assignments (3): 30%, Final Examination: 60% | |
| Basic Text | <ol style="list-style-type: none"> 1. Shelly, Cashman & Serwatka, (2004), Business Data Communications, 4th Edition, Course Technology | |

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| CSC251 NETWORK DESIGN, TESTING AND IMPLEMENTATION | | Level 2 |
| This module is organized into practical steps on designing network right from understanding the organisation's requirement, design phases, selecting appropriate technologies for the implementation, testing and completing network design documentation. | | |
| Pre-requisite | Pass in CSC249 Fundamentals of Networking | |
| Assessment | Test (1): 10%, Assignments (3): 30%, Final Examination: 60% | |
| Basic Text | <ol style="list-style-type: none"> 1. Oppenheimer, Priscilla, (1999), <i>Top-Down Network Design</i>, Macmillan Technical Publishing. | |

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| CSC 264 COMPUTER ETHICS | | Level 2 |
| This module covers the topics on legal, social, and ethical issues related to software development and computer application. Professional conduct, social responsibility and rigorous standards for software testing and reliability will be emphasized. Students will also study Internet ethics and their implications on the society. | | |
| Pre-requisite | None | |
| Assessment | Test (1): 10%, Assignment (1): 10%, Project: 20%, Final Examination: 60% | |
| Basic Text | <ol style="list-style-type: none"> 1. Johnson D. G. (2001), Computer Ethics (3rd Edition), Prentice Hall College Div | |

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| CSC285 PROJECT | | Level 2 |
| In this module, students must complete a project that covers both theory and practical | | |

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| programming of an information system development. Along with a functioning system, students need to submit project documentation at the end of this course. | |
| Pre-requisite | Full completion of all major subjects except CSC286 & CRI213 |
| Assessment | Viva/Oral Assessment: 20%, Final Documentation: 40%, Functional Information System: 40%. |
| Basic Text | None |

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| CRI213 CRITICAL ANALYSIS | Level 2 |
| This course develops the students in their critical thinking and reasoning skills. This course encourages students to become information analyzer, problem solver, and critical thinker. They should also be able to present their argument, and justify their opinions with good communications skills especially in written form. | |
| Pre-requisite | None |
| Assessment | There is no final examination for this course. |
| Basic Text | <ol style="list-style-type: none"> 1. Reichenbach Bruce R., (2001), Introduction to Critical Thinking, McGraw-Hill, New York, NY. 2. Chesla Elisabeth L., (1999), Critical Thinking and Logic Skills For College Students, Prentice Hall, Singapore . |

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| CSC286 IT ENTREPRENEURSHIP SKILLS | Level 2 |
| This course focuses on the skills and abilities required to be come a successful entrepreneur in IT field. Fundamental concepts and principles in the core business courses are emphasized in assessing IT opportunities and planning strategies. The course features the development of a detailed business plan for a new service venture. | |
| Pre-requisite | None |
| Assessment | Tutorial: 10%, Assignment: 10%, Projects: 20%, Final Examination: 60%. |
| Basic Text | <ol style="list-style-type: none"> 1. Haag, Cummings and Dawkins, (1999), Management Information Systems for the Information Age, 2nd Edition, McGrawHill Publisher. |

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| CSC266 E-COMMERCE THEORY AND APPLICATIONS | Level 2 |
| This course emphasizes organizational issues related to electronic commerce, such as business models for B2B or B2C e-commerce, technology infrastructure, electronic payment mechanisms, information privacy, and competitive advantage. | |
| Pre-requisite | None |
| Assessment | Test (1): 10%, Assignment (1): 10%, Project: 20%. Final Examination: 60%. |
| Basic Text | <ol style="list-style-type: none"> 1. Turban E. and King D., (2003), Introduction to E-Commerce, (International Edition), Prentice Hall Publication, Pearson Education (ISBN 0-13-122450-6) |

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| MGT230 FOUNDATIONS OF BUSINESS ORGANISATIONS | Level 2 |
| This course provides students with a fundamental knowledge of the managerial structure of a business organisation. This module exposes students to the business concepts and the major components in business environment. Students learn how each of the main managerial functions could contribute to the total operation of organisations in both the | |

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| public and private sectors of the economy. | |
| Pre-requisite | None |
| Assessment | Assignments: 10%, Tests (2): 20%, Project: 10%, Final Examination: 60%. |
| Basic Text | 1. Griffin R.W. & Ebert R.J. (2002), Business, (6th edition), Prentice Hall 2. Robbins S.P. (2002), Management, (7th edition), Prentice-Hall (International Edition), New Jersey |

5.3 * Overall Format and Structure

5.3.1 Long semester (January and May)

- The programme is modular, full time and operates within 15-week semesters. 14 weeks of each semester are designated for teaching, the remaining week for examinations.
- For each module there will be 4 contact hours per week. For computing and IT modules, each student is required to attend an additional 2 hours per week in the laboratory.
- The normal student workload is 18 credit hours for long semester.

5.3.2 Short semester (September)

- The programme is modular, full time and operates within 7-week semesters.
- The maximum student workload is 9 credit hours for short semester.

5.4 Study Plan

Students would have to follow the respective study plan according to the respective intakes:

| MAY session | Cr |
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| Semester 1 (May) | |
| 1. ENL153 English 1 | 3 |
| 2. MAT119 Fundamentals of Mathematics | 3 |
| 3. CSC114 Principles of Information Technology | 3 |
| 4. CSC115 Program Logic Formulation | 3 |
| 5. MPW1113/1123 Bahasa Kebangsaan or MPW1133 Malaysian Studies | 3 |
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| Semester 2 (Sept) | |
| 1. MAT156 Discrete Mathematics | 3 |
| 2. ENL154 English 2 | 3 |
| 3. MPW1153/1143 Moral/Islamic Studies | 3 |
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| Semester 3 (Jan) 1. CSC116 Technology of Web Development 2. CSC117 Structured Programming 3. CSC118 Database Management 4. CSC249 Fundamentals of Networking 5. MPW1133 Malaysian Studies | 4 4 4 3 3 == 18 |
| Semester 4 (May) 1. CSC119 Interactive Multimedia 2. CSC120 Systems Analysis & Design 3. CSC148 PC Troubleshooting & Maintenance 4. STA154 Quantitative Methods for Business 5. CSC246 Object-Oriented Programming | 4 3 4 3 4 == 18 |
| Semester 5 (Sept) 1. CSC251 Network Design, Testing & Implementation 2. CSC190 Digital Image Editing | 4 4 == 8 |
| Semester 6 (Jan) 1. CSC247 Computer Organisation 2. MGT230 Foundations of Business Organization 3. CSC266 E-Commerce Theory and Applications 4. CSC264 Computer Ethics | 4 3 4 3 == 14 |
| Semester 7 (May) 1. CSC285 Project 2. CSC286 IT Entrepreneurship Skills 3. CRI213 Critical Analysis | 4 3 3 == 10 |

Pre-requisite:

CSC117 – CSC115

CSC120 – CSC118

CSC148 – CSC114

CSC246 – CSC117

CSC247 – CSC117

CSC251 – CSC249

CSC285 – FULL COMPLETION EXCEPT CSC286 & CRI213

MAT156 – MAT119

ENL154 – ENL153

6. STUDENT EVALUATION

6.1 Course Assessment Consists of:

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| Coursework | 40% |
| Final Examination | <u>60%</u> |
| | <u>100%</u> |

Note: The above applies for all subjects except for CRI213 and CSC246

CRI213 – 100% coursework
CSC246 – 60 %coursework, 40% final examination

The final examination covers the entire course syllabus and the format for the examination paper is specified in the course structure for each academic subject.

For courses with project

- If a student fails project (below 40%), he/she would be required to resubmit the project within one week after the final examinations. If he/she fails to resubmit or fails the project again, then he/she has to repeat the course.

6.2 Grading Scale

| Letter Grade | Interval (%) |
|--------------|--------------|
| A | 70-100 |
| A- | 67-69 |
| B+ | 63-66 |
| B | 60-62 |
| B- | 57-59 |
| C+ | 53-56 |
| C | 50-52 |
| C- | 47-49 |
| D+ | 43-46 |
| D | 40-42 |
| E | 35-39 |
| F | 0-34 |
| RESIT PASS | 40-100 |
| RESIT FAIL | 0-39 |

Note:

1. *The marks or % intervals may not be revised by the lecturers without prior approval from the Academic Committee.*
2. *A student will normally be deemed to have passed the course if he/she fulfils the following conditions:*
 - a) *the final examination mark is at least 40% of the marks allotted for the final examination, and*
 - b) *the weighted average of the coursework mark and the final examination mark is at least 40% of the total overall marks.*

7. EXAMINATION REGULATIONS

Examination

All examinations will be held during the examination period or in the re-sit examination period. Students shall be responsible for obtaining examination schedules published and

displayed by the Examinations Centre.

Releasing Examinations Results

Individual grade reports will be issued to the student after each semester. The lecturer, under any circumstances, will not release grades.

Special Provision

A student requiring special provision for his/her examinations shall submit a written application to the Head of Programme. The application shall be supported by documentary evidence. The Head of Programme is permitted to disregard requests for special provision if not supported by appropriate documentary evidence.

Special examination provision may be considered for circumstances including dyslexia, visual impairment, hearing impairment and physical impairment from writing a script.

Special Circumstances

A student shall report in writing any special circumstances which may have an effect on his or her performance in any examination, class test or coursework assessment to the lecturer concerned or the Head of Programme as soon as the circumstances arise. The report shall be supported by documentary evidence.

Use Of Authorised Materials

All texts and/or other material approved by the College's Academic Board for use in examinations shall be subject to scrutiny by invigilators.

Students' Identification

Each student shall be required to place his/her student identification card on the desk in the examination venue during an examination. The student should report to Exam Centre if he /she did not bring /lost their identification card before the examination begins.

Test Materials

All examinations, tests, and quizzes assigned as a part of a course are the property of the College. Students may review their graded examination, test, or quiz but may not retain possession unless permitted to do so by the lecturer.

Grade Appeal Procedure

A student who has reason(s) to believe that he or she did not receive the grade that was deserved in a course has two weeks after the release of examination results to initiate an appeal of the grade. Reasons for appeal are to correct an actual error in computation, or in transcribing the report, or in cases where some part of the student's work has been unintentionally overlooked. The first step in the procedure is informal consultation between the lecturer and student; the student may also seek the advice of the Head of Programme concerned. A formal appeal may be made to the Examination Centre according to the procedure prescribed by the Examinations Centre.

Re-Sit Examinations

Condition for resit of examinations is applicable only if score in subject is between:

- 35 to 39 for courses with 40 as a passing mark
- 45 to 49 for courses with 50 as a passing mark (MPW subjects)

Students will have to repeat the course if the score is below:

- 35 for courses with 40 as a passing mark
- 45 for courses with 50 as a passing mark (MPW subjects)

Late Submission of course work

Late submission of course work in all programmes (except for final year students) will carry a penalty as follows:

1st day minus 20%

2nd day minus 50%

Later than that, 0 mark will be given for coursework

Tests/Examinations that permit the use of calculators

In tests and examination papers that require the use of calculators, students are permitted to use only Casio scientific calculators, non-programmable but without enhanced functionality. The following models are explicitly prohibited: Casio FX-570MS and FX-991MS

Absence During Examination

Students who are unable to attend their exam scheduled due to illness are required to produce a medical certificate within 72 hours after the exam from a qualified medical doctor to the Exam centre and a copy to the FOCIT Office. If there are any other reasons for absence, the student may also appeal and provide supporting letters to the FOCIT Office.

8. COMPUTER LABORATORY FACILITIES

INTI International University College is committed in providing adequate staffing, physical and academic resources to its students as the course develops, sufficient fund will be allocated in the requisition of additional facilities like computing lab, languages lab and books, magazines and journal for libraries. These resources will be maintained at an appropriate level in accordance and comparable to University standard facilities.

The Faculty of Computing and Information Technology has set up “state of the art” computer laboratories to support the high standard of academic excellence and in support of meeting its philosophy and mission to provide quality education and services among students. The school is in full support of the government plan of developing the Multimedia Super Corridor, and is committed to educate the public, its students and staff by organizing seminars, workshops and training related to IT and Multimedia.

Computer Laboratory Rooms & Class Rooms

- 2 laboratories rooms for general computing purpose (for FOCIT student only) – 2 labs each has 39 units of computers connected to the network.
- 1 laboratory room for graphic processing – the lab has 39 units of computers connected to the network.
- 3 laboratories room for application development and programming – the lab has 114 units of computers connected to the network.
- 1 laboratory room known as Media Lab- the lab has 18 units of computers connected to the network and most of the special hardware equipment listed at the back of this page.
- 1 laboratory room for SPSS (accounting / mathematical software) – the lab has 32 units of computers.
- 2 laboratories rooms for general computing purpose (accessible by all INTI students) – one of the labs has 62 units of computers and the other one has 45 units of computers connected to the network.
- 1 laboratory room for multimedia development (Level 1) – the lab has 55 units of computers connected to the network.
- 1 laboratory room for multiplatform environment (Level 1) – the lab has 57 units of computers connected to the network.
- 1 laboratory room for Research & Development (Level 1) – the lab has 30 units of computers and 10 units of iMac connected to network.
- 1 laboratory room known as H/W Interfacing Lab (Level 1) for hardware interfacing and installation – the lab has most of the PC electronic equipment and it can accommodate up to 60 students
- 1 laboratory room known as Networking Lab (Level 1) for data communications training and installation – the lab have raised floor, computers, network equipment and tools. This room can accommodate up to 40 students.

The school has 15 computer labs with 640 units of computers and, all workstations are connected to Internet via 1.5 Mbps digital leased line.

Special Hardware Equipment:-

- a) Webcam
- b) Digital video cameras
- c) Digital cameras
- d) Colour printers (HP and Epson colour printers)
- e) LaserJet printers (LaserJet 8100N printers)
- f) Roland Electronic MIDI keyboard
- g) Sound Blaster & Altec Lansing speakers
- h) Digital video capturing and editing facilities
- i) CD labeling printer
- j) CD writers
- k) Color scanners
- l) Television
- m) Karaoke VCR
- n) Computer electronic components
- o) Computer electronic components testing tools
- p) Soldering equipments
- q) ZIP drives
- r) LCD projectors

Computer Software :-

Operating Systems

- a) Microsoft Windows 98/NT4/2000/XP
- b) SUN Solaris
- c) Novell Intranetware
- d) LINUX

General productivity software

- a) Microsoft Office 2000 Professional

Programming languages

- a) Qbasic
- b) Borland Turbo Assembler
- c) Turbo Pascal
- d) Visual Basic
- e) Fortran
- f) Delphi
- g) Visual C++
- h) Visual J++
- i) Sun Java SDK

Desktop Publishing/Graphic Processing software

- a) Adobe PageMaker
- b) Adobe PhotoShop
- c) Adobe Paint Shop Pro
- d) Corel Draw

e) Adobe Illustrator

Accounting software

- a) SPSS
- b) Value Plus 2000

System development tools

- a) System Architect CASE tools
- b) Visio Professional

Database/Fourth Generation Language (4GL)

- a) Oracle
- b) FoxPro

Project Management

- a) Ms Project

Artificial Intelligence

- a) Visual Prolog
- b) Visual Eiffel
- c) Exsys Pro –AI shell

Anti virus protection

- a) Norton Antivirus

Multimedia tools

- a) Adobe Premier (Video Editing)
- b) SCALA
- c) 3D Studio Max
- d) Macromedia Package
 - ◆ Macromedia Director
 - ◆ Macromedia Dreamweaver
 - ◆ Macromedia Flash
 - ◆ Macromedia Fireworks
 - ◆ Macromedia Extreme 3D
 - ◆ Macromedia xRes
 - ◆ Macromedia Authowave
 - ◆ Macromedia FreeHand
 - ◆ Macromedia Fontographer

8.1 TEACHING METHODS

1. For introductory courses, students will be taught and assisted by laboratory staff throughout semester.
2. For programming courses, students will be assisted in the use of hardware and compilers problems.

8.2 RULES & REGULATIONS

1. Students without ID Cards or not properly attired are not allowed into the computer lab.
2. Students must show their ID card to the lab staff and must login and logout in the logbook provided in the laboratories.
3. Drinking, eating, smoking, hair combing, Walkman and handphone usage are prohibited inside the laboratories. Students who wish to use their Laptops and CD-ROM/CD-RW in the lab would need to seek prior written approval from their lecturer and lab supervisor.
4. No one is allowed to open the CPU case, to move or swap any computer peripheral devices. Occurrence of any hardware problems must be reported to the laboratory staff.
5. Laboratory schedules must be strictly observed. Students must vacate their place upon request by laboratory staff.
6. Bags are not permitted inside the laboratory. They should be placed in designated area given by the staff. Only materials like data diskettes and books are allowed inside the lab.
7. Students must at all times, keep the computer laboratory clean and tidy.
8. Copying of any software is strictly prohibited, neither the installation of licensed nor the shareware / freeware (software) are allowed. You are not allowed to take any of INTI's diskettes / manuals out of the laboratory. Such actions will be viewed as theft.
9. Any materials / items left behind and found in the laboratory must be promptly handed to the laboratory staff.
10. If students are caught pilfering peripherals from the lab / browsing obscene materials / jeopardising the files from the computers, they will be sent to the Academic Disciplinary Committee for disciplinary action and their E-mail account will also be terminated.
11. Computer laboratory attendance cards will be given to all students in the 1st week of the semester by laboratory staff. Students must bring their attendance card for every lab session, as well as for free lab sessions.
12. Non-CSC students who want to use the labs for the use of applications must buy the Laboratory Usage Card from the INTI Finance Office at RM3.50 per hour duration.
13. Unauthorised students using the labs will be fined RM 50.
14. A Lab representative and an Assistant Lab representative will be elected at the end of the 2nd week. All lab representatives will join class representatives for the meeting in the middle of the semester to evaluate the lab facilities.
15. All CSC students are encouraged to register for a user account on the server, which can allow them to logon to any computers in lab and also usage of prepaid central printing service provided by the School.
16. Students are required to make minimum payment of RM7.00 at Finance Office for the usage of prepaid central printing service.
17. All Laboratories will close from 4.00 p.m. to 6.00 p.m. on every Wednesdays.
18. Lab classes will end on the 13th week.
19. For Update information on Labs, Servers, E-mail, Web etc, please look at UPDATES NOTICE on FOCIT website: <http://socitweb.intimal.edu.my>
20. The School may amend these rules and regulations as and when necessary.

8.3 Lab Opening Hours

Monday - Friday : 8.00 am - 6.00 pm
2nd week onwards : 8.00 am - 9.00 pm (Only apply to certain lab)
The Lab is closed on Saturdays, Sundays and public holiday.

9. ACADEMIC REGULATIONS PERFORMANCE

Evaluation and Grades

Grades are awarded for the purpose of recognising different levels of achievement in the pursuit of course objectives. The various Programmes offered by the School of Business and Law employ different grading scales. Students should refer to the relevant course structures for details.

Satisfactory Progress

A student will be considered to be making satisfactory progress if he or she completes and passes more than 50% of courses taken during any single semester. Students who have failed 50% or more of the courses will be monitored in their academic performance and will be required to see their Head of Programme for assistance and counselling.

Class Attendance Requirement

It is expected that students will attend all classes for which they are registered. Students are accountable for any work missed due to absence from classes. A copy of the letter of absence (warning letters) will be sent to the students as well as their parents/ guardian. When a student stops attending class or fails to attend the final examination but does not officially withdraw from that class, a letter grade "F" will be awarded. Such students may be barred from taking the final examinations. Students who wish to be debarred may appeal, but this is duely up to the discretion of the Dean.

Local students

| | |
|------------------------|---|
| After the 3rd absence | 1st Warning letter is to be issued to the student |
| After the 6th absence | 2nd Warning letter is to be issued to the student |
| *After the 9th absence | Barring letter is to be issued to the student |

International students

| | |
|------------------------|---|
| After the 2nd absence | 1 st Warning letter is to be issued to the student |
| After the 4th absence | 2 nd Warning letter is to be issued to the student |
| *After the 6th absence | Barring letter is to be issued to the student |

Leave Of Absence

A student wishing to take leave should inform lecturers concerned by completing the appropriate forms (refer to leave of absence form).

Withdrawal

Students wishing to terminate their enrolment in the College should make an appointment with the Head of Programme to complete the appropriate forms with appropriate reasons given. A student who leaves the college without formal withdrawal will be deemed to have withdrawn automatically after one calendar year. The student will be informed of this, and

that he/she may collect his or her deposit. If the deposit is not claimed within 7 years, it will be sent to the treasury.

Unfair Practice/Academic Dishonesty

It is an unfair practice to commit any act whereby a person might obtain for him or herself or for another, an unpermitted advantage leading to a higher mark or grade than his or her abilities would otherwise secure. In particular, but without prejudice to the generality of the foregoing, it is unfair practice to:

- introduce into an examination room any unauthorised source of information;
- communicate with any other person, except as authorised by an invigilator;
- copy or use in any other way unauthorised materials or the work of any other student;
- impersonate an examination student or allow oneself to be impersonated;
- engage in plagiarism by using the work of one or more other persons and submitting that work, in whole or in part, for assessment or examination without proper citation of the source(s), as though it were the student's own work;
- claim either to have carried out experiments, observations, interviews or any form of research which the student has not in fact carried out or to claim to have obtained results which have not in fact been obtained;
- present evidence of special circumstances to examining boards which is false or falsified or which is, in any way, intended to mislead examining boards.

Any event identified, as unfair practice will be subjected to the regulation of the School Academic Dishonesty Committee

Student Evaluation

In all our activities the Faculty strive to promote quality in education. One way is through student evaluation of lecturers. This is conducted once every semester, usually during the 7th or 8th week of the semester, for all lecturers.

The students are to choose one answer from A to E by using a multiple choice OMR form with 'A' as excellent and 'E' as not applicable to the course/subject/class. Students are also given a blank sheet to write other comments. Feedback received from these evaluations is used to improve the quality of teaching and facilities offered.

Recognition Of Academic Achievement

- ✓ Excellence Award - Scoring a Grade Average of 80% or more and without any C Grade results in a semester
- ✓ Merit Award - Scoring a Grade Average of 70% or more and without any C Grade results in a semester

- Note: 1. Subjects should not be repeating subjects or which had been given exemptions during the period under consideration.
2. Students must take the full load for the semester.

Transcripts

Students' academic records are maintained in the Office of Admission and Records. Each student is entitled to one transcript free of charge; subsequent copies will be issued only upon the written request of the student concerned with appropriate payment remitted. Transcripts should be requested well in advance of the date desired to allow for processing time and possible mail delay. The University College will not assume responsibility for transcripts that are delayed because they have not been requested in time or the student has an outstanding debt with the College. Transcripts of work at other institutions or test scores submitted for admission or evaluation of credit cannot be copied or reissued by the University College.

Complaint procedure

Following are the several avenues for students to raise their grievances and feedback:

- All departments, school or units (use QA/FO2 Form)
- Suggestion boxes
- Class representative meeting
- Mentor-mentee programme
- Student's forum
- Intima Council
- Hostel Resident Forum
- Student Feedback Scheme

However if students have exhausted all alternative avenues of complaint then they are welcome to raise their dissatisfaction to Student Care Unit (SCU)(studentcare@intimal.edu.my)

9.1 Dismissal from the programme

- Failing all courses
- Failing a course after the third attempt

10. PROGRESSION OF DIPLOMA TO DEGREE PROGRAMMES

10.1 Degree in INTI International University College

Upon successful completion of the diploma programme, student may join any of the following degree programmes with exemption of 30 credit hours (Maximum) or below.

- *From Diploma in Information and Computer Technology Programme (DICT), students may choose to progress to the following degree programmes:*
 1. *B.Sc (Hons) in Computer Science, Coventry University*
 2. *B.Sc (Hons) in Software Engineering, Coventry University*
 3. *B.Sc (Hons) in Network Computing, Coventry University*
 4. *B.A (Hons) in Business Information Technology*
 5. *B.A (Hons) in Multimedia Computing*
 6. *B.Sc (Hons) Game Software Developmet, INTI University College*
 7. *B.Sc (Hons) in Internet and Multimedia Computing, INTI University College*
 8. *B.Sc (Hons) Network and Mobile Computing, INTI University College*

10.2 The British, Australian and American University Degree programmes

Upon successful completion of Diploma in Information and Communication Technology (DICT), students can pursue the final year of their degree studies in any of our following partner universities to obtain a Bachelors or an Honours degree.

- James Cook University, Australia
 - 2+1 Bachelor of Information Technology (Industry Professional)
- Swinburne University of Technology, Australia
 - 2+1.5 Bachelor of Science (Computing)
- University of Newcastle, Australia
 - 2+1.5 Bachelor of Applied Information Technology
- University of West of England, Bristol, UK
 - 2+1 BSc (Hons) in Information Technology
 - 2+1 BSc (Hons) in Computing
- Coventry University, UK
 - Admission into year 2 of 3+0 Coventry BIT, Software Engineering, Network Computing, Computer Science, and Multimedia Computing degree programme offered at INTI International University College
- Southern New Hampshire University, US
 - Bachelor of Applied Science in Information Technology (BASIT)

11. List of Teaching Staffs, Faculty of Computing & Information Technology (FOCIT)

1. ALAIN CHONG YEE LOONG, MSc in E-Commerce(with Distinction), Coventry University, UK, BSc (Hons) in Computer Science, Coventry University, UK
2. CHANDRAN JAYANTHI, Master of Computer Applications, Barathidasan University, India, Bachelor of Science (Statistics), University of Madras, India.
3. CHIN MAY MAY, CHRISTINA, MSc in Computer Based Information Systems, University of Sunderland, UK., BA (Hons) in Business Administration, University of Hertforshire, UK
4. CHITRA A/P BATUMALAI, BSc in Engineering Computers, Newport University, USA
5. CHONG FONG KIM, MBA, IT Management, Multimedia University, B. Information Technology, University of Southern Queensland, Australia
6. CHONG PUI LIN, MSc Computer Science, University Putra Malaysia, BSc (Hons) in Computing, Stafforshire University, UK
7. FAIRUZ ABDUL GHAFIR, MSc in Computer Science, University Putra Malaysia, BSc of Computer Science (Hons), University Sains Malaysia
8. GLORY LIU SZE HUI, MSc in Information Technology, University Putra Malaysia, BSc (Hons) in Biomedical Science, University Putra Malaysia
9. GOH POH KIM, MBA, University of Central Oklahoma, USA, BBA in Management Information System, University of Central Oklahoma, USA.
10. GUOK TIONG HOCK, MSc in Computer Science, University Kebangsaan Malaysia, BSc. (Hons) in Mathematics, University Kebangsaan Malaysia
11. HAFIZAH NOR BINTI ABU HASSAN, MSc in Computer Science, University Malaya, B. (Hons) in Computer Science, University Sains Malaysia
12. HARPRITH KAUR A/P RAJINDER SINGH, MSc in Computer Science (MIS), University Putra Malaysia, BSc (Hons) IT & Business Information Systems, Middlesex University, UK
13. JEYARANI A/P PERIASAMY, B of Information Technology, Otago Polytechnic, New Zealand
14. KALAI SELVI A/P BALASUBRAMANIAM, MSc in Computer Science, University Malaya, BSc (Hons) of Computer Science, University Malaya.
15. KAVITA A/P SIVASHMUGAN, BSc (Hons) in Computing, University of Portsmouth, England


16. KAYALVILY A/P TABIANAN, Bachelor of Information Systems, University of Western Sydney, Australia
17. LOH VIN CENT, MSc in Computer Science, University Putra Malaysia, BSc (Hons) in Computer Science, Coventry University, UK
18. LOW HONG HOON, Jasmine, MSc Computer Science (Multimedia), University Putra Malaysia, BSc in Computer Science and Pure Maths, University of Sydney, Australia
19. NARASIMNAN MOHANA, Master of Computer Application, University of Madras India, BSc (Maths) University of Madras, India
20. PO JIANG LING, MSc in Software Engineering, University Putra Malaysia; BSc (Hons) in Computer Science, Coventry University
21. PONKODALINGAM KANNAN, ME (Computer Science & Engineering), Bharathiyar University, India, BE (Civil Engineering), Bharathiyar University, India
22. PREMYLLA JEREMIAH, BSc (Hons) in Computer Science, Coventry University, UK
23. RANGANATHAN RAMESHKUMAR, MSc Computer Science, Bharathidasan University, India, M. Phil in Computer Bharathidasan University, India, BSc in Computer Science, Bharathidasan University, India
24. SARASVATHI A/P NAGALINGAM, MSc in Computer Science, University Putra Malaysia, Bachelor of Information Systems, University of Western Sydney, Australia
25. SATHIYANATHAN ANANTH, Master of Computer Application, Bharathidasam University, India, BSc in Mathematics, Madurai Kamaraj University, India
26. SHUBASHINI A/P RATHINA VELU, MSc in (Strategic Business & IT) University of Portsmouth UK, BSc Information System, Thames Valley University UK.
27. SUNDARRAJ SENTHIL KUMAR, M.Sc (Applied Physics & Computer Electronics), Bharathidasan University, Tiruchirappalli, M. Tech (Non –Destructive Testing) Bharathidasan University, Tiruchirappalli, India, B.Ed. Physics, Annamalai University, India
28. SOW SEAH KUAN, MSc in Electronic Commerce, Coventry University, BA in Multimedia Studies, Coventry University, UK
29. SITI NOOR BT AHMAD, MSc in Computer Science, UPM, BSc (Hons) in Information Technology, University Technology Mara, Shah Alam, Malaysia

30. SUNITA RANI A/P MANJIT SINGH, MSc in Computer Science, (MIS) University Putra Malaysia, Bachelor of Information Technology (Hons) (Science and Management Systems), University Kebangsaan Malaysia
31. THAM YEW WYE, Master of Information Technology, Charles Sturt University, Australia. BSc (Hons) Computing for Business, University of Northumbria at Newcastle UK
32. TAN LAI CHAI, MSc in Computing & Information Systems, Liverpool John Moores University, UK, BSc (Hons) Information Technology & Business Information Systems, Middlesex University, London
33. TAN SIEW LING, SHARON, Mater of Information Technology, Queensland University of Technology,c Australia, BA(Hons) in Business Information Technology, Coventry University, UK
34. TEE SIM HUI, BA (Hons) in Business Information Technology, Coventry University, UK
35. TEO SIEW, MSc of MIS and Networking, University Putra Malaysia, Bachelor of Computer Science (Hons) Multimedia University, Malaysia.
36. VASANTHA KUMARY A/P MUTHUVELU, MSc in Computer Science (Distributed Computing) UPM, BSc (Hons) in Computer Science, University Putra Malaysia.
37. VELUSWAMY JAYAVARDHANAVELU, Master of Engineering, Bharathidasan University, India, Bachelor of Engineering, Bharathidasan University, India
38. WONG MEE LEN, MSc in IT, University Sains Malaysia, B. (Hons) of Technology (Food Tech), University Sains Malaysia
39. YAP CHOI SEN, MSc in Computer Science, University Putra Malaysia. BSc in Information System Engineering, Campbell University, USA
40. YAP SOO HAR @ YAP KOK CHOON, MSc in Computer Science, University of London, BSc(Hons) in Mathematics, University Malaya
41. YAP WEI LI, MSc in Computer Science, University Putra Malaysia; BSc (Hons) in Computer Science, Coventry University
42. YEE YIN YII, MSc in Information Systems, Coventry University, BA in Multimedia Studies, Coventry University, UK
43. YEO CHUAN HOE, DONNY, MSc Information Technology, University Putra Malaysia; BSc (Hons) in Material Science, University Putra Malaysia

66. YOGESWARAN A/L NATHAN, MBA (Information Technology Management)
University Multimedia, Bachelor in Information Technology, University Malaysia Sarawak
67. RENEE CHEW SHIUN YEE, Master of Multimedia (e-Learning Technologies)
Multimedia University, BA in Multimedia Studies, University of South Australia

The University College reserves the right to alter without prior notice any of the contents published herein. Information given on this handbook is intended as a guide and in no way constitutes a contract between INTI International University College and a student or any third party.

12. STAFF DIRECTORY



Dean:
Assoc. Prof. Ms. Jasmine Low
Email:- jasmine@intimal.edu.my

Head of Programme:
Ms. Fairuz Bte Abdul Ghafir
Email:- fairuz@intimal.edu.my

Programme Officer:
Ms. Lee Shew Fang
Email:- lee_shewfang@intimal.edu.my

13. FEES

Tuition fees are based on the number of total credit hours taken and students must fulfill the minimum credit hours stipulated by the National Accreditation Board.

| | |
|---|--|
| • Application fee (non-refundable): Malaysian students..... | RM 100 |
| International students | RM 500 |
| • Registration fee: Malaysian students | RM 300 |
| International students | RM 1000 |
| • Tuition fee/ semester..... | RM220 per credit hours RM150 per LAN course |
| • Deposit (refundable): Malaysian students..... | RM 300 |
| International students..... | RM 1200 |
| • Single Resource fees/ semester *..... | RM 200 |
| • Personal Accident Insurance/ 2 years (optional): | |
| Malaysian students (2 years/optional) | @1 RM 35 |
| • Hospitalization Insurance/ annum: International students..... | @2 RM 200 |
| • General Administration Charges: International students..... | RM 2000 |

Note : All fees are subject to change without prior notice.

- *This Single Resource Fee covers the usage of library, student club activities, and various e-learning facilities.*
- *@1&@2 – the cost of the insurance for local students would be included in the registration fees and all local students would be covered for PA. Selling point-free PA coverage.*

14. PAYMENT OF FEES

INTI International University College requires all students to make payments by **CROSSED CHEQUES POSTAL ORDERS** or **BANK DRAFTS** in favor of **INTI International University College**.

No refund of fees is allowed once classes for the semester have commenced.

ADDRESS ALL CORRESPONDENCE TO:-

INTI INTERNATIONAL UNIVERSITY COLLEGE

MAIN CAMPUS:

INTI INTERNATIONAL UNIVERSITY COLLEGE
Jalan BBN 12/1, Bandar Baru Nilai, 71800 Negeri Sembilan
Tel: 06-798 2000
Fax: 06-799 7513/31
E-mail: info@intimal.edu.my

SUBANG JAYA:

INTI COLLEGE
No 3 Jalan SS 15/8, 47500 Subang Jaya, Selangor, Malaysia
Tel: 03-56343244
Fax: 03-56338499/56346316
E-mail: mkt@inti.edu.my

INTI INTERNATIONAL COLLEGE PENANG:

No.10, Persiaran Bukit Jambul 11900 Penang
Tel: 04-6440138
Fax: 04-6440065
E-mail: info@icpg.edu.my