



LEADING THE WAY
KHALIFAH - AMĀNAH - IQRA' - RAHMATAN UL-ĀLAMĪN
LEADING THE WORLD



INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

CREDITED CO-CURRICULAR CENTRE (CCC)

TAWA SEMESTER 2, 2023/2024





QUALITY OBJECTIVE

CCC is committed :

- To serve students with excellent management of credited co-curricular activities in line with the University's Vision and Mission.
- To implement a Quality Management System based on ISO 9001:2008 in order to enhance our continual improvement and customers satisfaction.



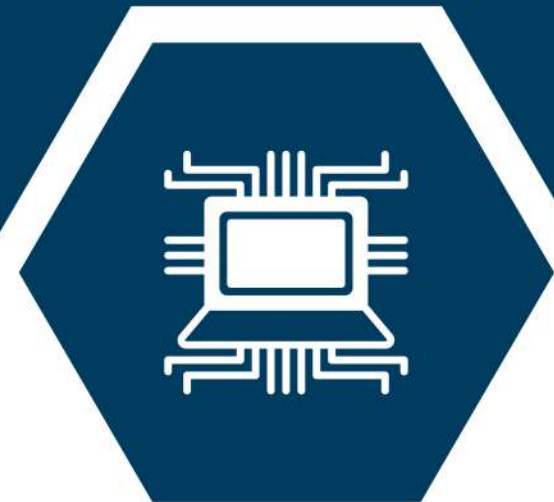
**Vision & Mission
CCC Team
Functions of Units**



**CCC Course
Offering**



**Soft Skill from
MOHE**



**6 UniCORE Subject
Hours per semester**



**Credited Co-Cu
Study Path**

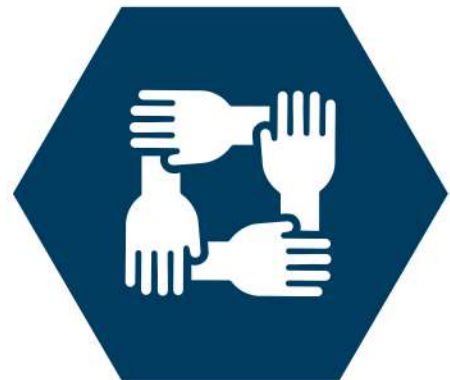
VISION & MISSION



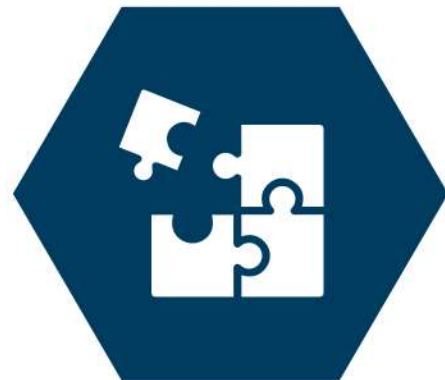
Develop holistic personality and vision



Learn leadership and life management skills



Practice discipline, mutual understanding and sense of responsibility



Obtain spiritual purity and strength

VISION

Facilitate development of student's abilities through a management of quality services and credited co-curricular activities.

CCC looks at students as vital assets to their respective nations and the world at large . CCC aims to be the Centre of Excellence in co-curricular activities and works in partnership with the students to nurture them on the following.

MISSION

Leading agency in contributing and nurturing well-rounded personalities through credited subjects and soft skills programmes.

CCC TEAM



Prof. Dr. Faizah
Director



Mdm. Lily
HoD, RETSA



Dr. Suzana
HoD, ADU



Mdm. Siti
SAD, ADU



Mdm. Rahaidah
SAD, RETSA



Mdm. Haslina
SAD, AFU



Sr. Amirah
AAO, AFU



Sr. Azida
SAA, AFU



Sr. Husna
AA, RETSA



Br. Faris
AA, ADU



Sr. Farah
AA, ADU

FUNCTIONS OF UNITS

ADMINISTRATIVE & FINANCE UNIT (AFU)



Managing Budget Performance of CCC



Maintaining Quality Services under CCC



Maintaining Assets of CCC

RECRUITMENT, TRAINING & STUDENT ACTIVITIES UNIT (RE TSA)



Recruitment of Quality & Certified LTIFs



Maintaining Quality of Credited Students Activities



Training of LTIFs



Students Feedback Survey (SFS)

ACADEMIC DEVELOPMENT UNIT (ADU)



Course Registration



Academic Assessment



Study Plan for Co-Curricular Courses



Course Offering and Scheduling



Module Development



Publication of Academic Reference for Credited co-cu Courses



Module Review

CCC COURSE OFFERING



CCC offers more than 43 modules covering 26 skills and 5 niche skills.



The Course offerings are based on the 7 thrusts of soft skill outlined by MOHE

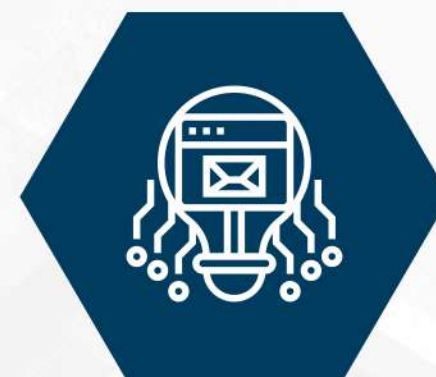
SOFT SKILL FROM MINISTRY OF HIGHER EDUCATION (MOHE)



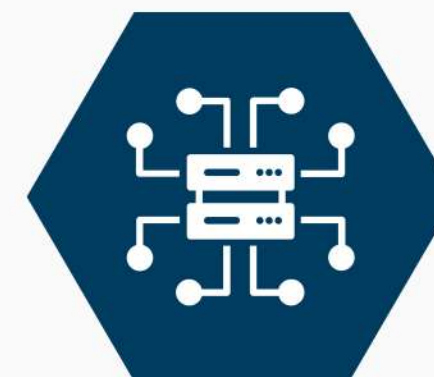
Communication Skills



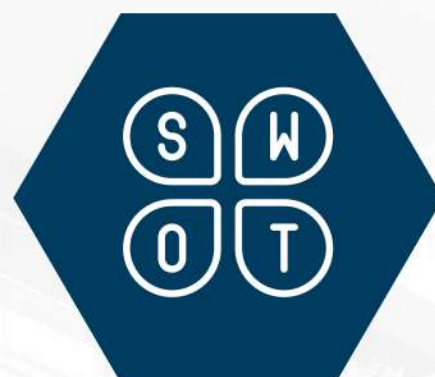
Critical Thinking and Problem Solving



Teamwork Skills



Lifelong Learning and Information Management








Entrepreneurship Skills



Ethics and Moral Professionalism



Leadership Skill

ISLAMIC FUNDAMENTAL KNOWLEDGE			
UNGS 1301	-	BASIC PHILOSOPHY AND ISLAMIC WORLDVIEW	3
UNGS 2290	UNGS 1301	KNOWLEDGE & CIVILISATION IN ISLAM	2
UNGS 2380	UNGS 2290	ETHICS AND FIQH OF CONTEMPORARY ISSUES	3
TQTD 1001	TPT	PRE-TILAWAH AL-QURAN	0.5
TQTD 1002	TPT/TQTD 1001	TILAWAH AL-QURAN 1	0.5
TQTD 2002	TPT/TQTD 1002	TILAWAH AL-QURAN 2	0.5
LQAD 1003	TQTD 1001	ARABIC FOR IBADAH 1	0.5
LQAD 2003	LQAD 1003	ARABIC FOR IBADAH 2	0.5
CCUB 1061	-	USRAH 1 	0.5
CCUB 1062	CCUB 1061	USRAH 2 	0.5
LEADERSHIP AND SKILLS			
LEED 1301	PASS EPT	ENGLISH FOR ACADEMIC WRITING	3
CCFM 2061	-	FAMILY MANAGEMENT 	0.5
CCLM 2020	-	LEADERSHIP AND MANAGEMENT 	0.5
CCSS 1010/ CCSS 2010/ CCSS 3010	-	BASIC LEVEL SKILL	0.5
		INTERMEDIATE LEVEL SKILL ADVANCED LEVEL SKILL 	0.5
LMBD 1131	BMPT	BAHASA MELAYU 1	1
LMBD 1132	LMBD 1131	BAHASA MELAYU 2	1
SUSTAINABLE DEVELOPMENT			
SCSH 1201	-	SUSTAINABLE DEVELOPMENT: ISSUES, POLICIES AND PRACTICES	2
SCSH 2163	SCSH 1201	USRAH IN ACTION 1	1
SCSH 3164	SCSH 2163	USRAH IN ACTION 2	1

6 UNICORE SUBJECTS CATERED UNDER CCC

**COMPULSORY FOR GRADUATION PURPOSE!!
3 CREDIT HOURS**

Graded Course

- Leadership and Management (CCLM)
- Family Management (CCFM)

Pass/Fail Course

- Usrah (CCUB 1061, CCUB 1062)
- Skill (CCSS 1010, CCSS 2010, CCSS 3010)

HOURS PER SEMESTER

CCFM/ CCLM/ SKILLS

20

**HOURS/
10 CLASSES**

USRAH

14

**HOURS/
7 CLASSES**

UNIFORM BODIES

44

**HOURS/
10 CLASSES**

IIUM CREDITED CO-CU STUDY PATH

1ST ROUTE





DIRECT INTAKE STUDENT



3 CREDIT HOURS

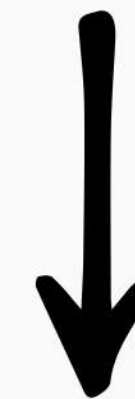
- **2 USRAH**
- **2 LECTURE BASED**
- **2 SKILLS**

1st
ROUTE



CFS IIUM STUDENTS

Students from CFS IIUM, who have successfully completed CCUB 1061 & CCUB 1062, will only have to complete 2 ch under the Leadership and Skills



Credits for CCUB 1061 & CCUB 1062 will be transferred when entering Kulliyyah.

2 REMAINING CREDIT HOURS

- **2 LECTURE BASED**
- **2 SKILLS**

CCCC Skills

No.	Course Title
1	Archery
2	Badminton
3	Basic Counseling
4	Cooking
5	First Aid
6	Football
7	Gamelan
8	Percussion Instruments
9	Khat
10	Mosque Management
11	Karate
12	Netball
13	Tae Kwan Do

No.	Course Title
14	Photography
15	Recreation
16	Swimming (Brother)
17	Swimming (Sister)
18	Event Management
19	Sewing
20	Sepak Takraw
21	Tennis
22	Special Tahfiz
23	Volleyball
24	Malaysian Sign Language
25	Presentation & Critical Thinking
26	Public Speaking & Contempo

IIUM UNIFORM BODIES

2ND ROUTE



- Allowance
- Title of Leftenan Muda

2nd ROUTE

MALAYSIAN STUDENTS ONLY

**1 Credit Hour Per Course
Total 6 Semesters**



**Malaysian Armed Forces
(ROU Army)**

	UB1	UB2	UB3	UB4	UB5	UB6
	CCZD 1551	CCZD 1552	CCZD 2551	CCZD 2552	CCZD 3551	CCZD 3552

**Royal Malaysian Airforce
(ROU Airforce)**

	CCZU 1541	CCZU 1542	CCZU 2541	CCZU 2542	CCZU 3551	CCZU 3552
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Malaysia Civil Defence Force (Kor Sispa)

	CCPA 1591	CCPA 1592	CCPA 2591	CCPA 2592	CCPA 3591	CCPA 3592
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**Royal Malaysia Police
(Kor Suksis)**

	CCSP 1521	CCSP 1522	CCSP 2521	CCSP 2522	CCSP 3521	CCSP 3522
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STUDENTS WILL BE AWARDED WITH

Leadership & Management 0.5 ch under CCC

Usrah In Action (UIA) 1 - 1.0ch & UIA 2 - 1.0 ch under Sejahtera Centre for Sustainability & Humanity (S4SH)

- USRAH 1" [0.5]
- USRAH 2" [0.5]
- FAMILY MANAGEMENT [0.5]
- LEADERSHIP & MANAGEMENT * [0.5]

UNICORE COURSES



- UB 1 [1]
- UB 2 [1]
- UB 3 [1]
- UB 4 * [1]
- UB 5 [1]
- UB 6 [1]

UNIFORM BODY (Choose 1 from 4)

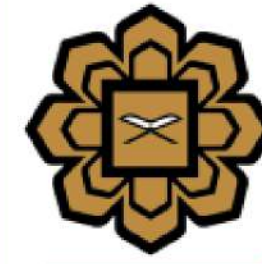


CREDITS



" - Direct intake
* - Awarded

HUFFAZ SEJAHTERA LEADERSHIP PROGRAM



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي إِسْلَامًا، إِنْتَارَ إِخْسَابًا مِلْدَسِيَا
Garden of Knowledge and Virtue

New intake of students will be during semester 1 of each academic year.
Open to all IIUM students in Gombak Campus. The criteria are as follows:

1. First year First Semester students
2. Memorized at least 3 juzu' of Al Quran
3. Good history of academic performance
4. Passed the HSLP enrolment interview by HSLP committee

The curriculum of HSLP takes place for 8/6 consecutive semesters.
Among the activities/benefits are:

1. Regular tasmi' on memorization with qualified huffaz
2. Leadership camps and workshops/talks with invited speakers
3. Weekly usrah with professional murabbi for personal development
4. Credit hour for co-curriculum
5. Certificates from IIUM



APPLY NOW!

by 29th Feb 2024

ANY INQUIRY
nfadzlinh@iium.edu.my

ALL courses will be offered during long semester ONLY.
Class will start on 3rd Week of the Semester -
18 March 2024 onwards.

IMPORTANT

INTERNATIONAL STUDENTS

must attend minimum 9 out of 10 classes for Visa related purpose

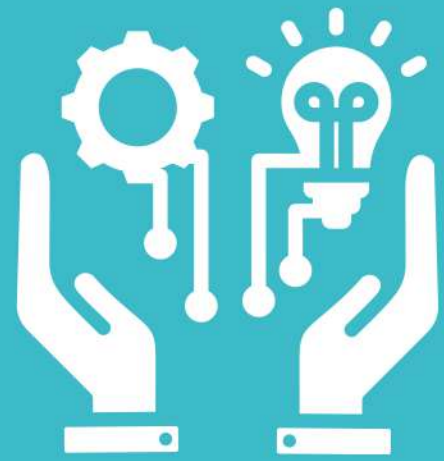
PRE-STUDENTS FEEDBACK SURVEY (P-SFS)- CCC
STUDENTS FEEDBACK SURVEY (SFS)- UNIVERSITY

evaluate and give constructive comments for further improvement

AWARDANCE OF CREDIT/EARNED CREDIT

- Student who represents IIUM and won at national level and beyond- for each tournament will earn the credit for one Skill (upon application with proper documentation)
- The awardance of credit for Leadership course for students who are involved in:
 - a) Uniform Body;
 - b) University Level Representative i.e Student Union Officers (SU)

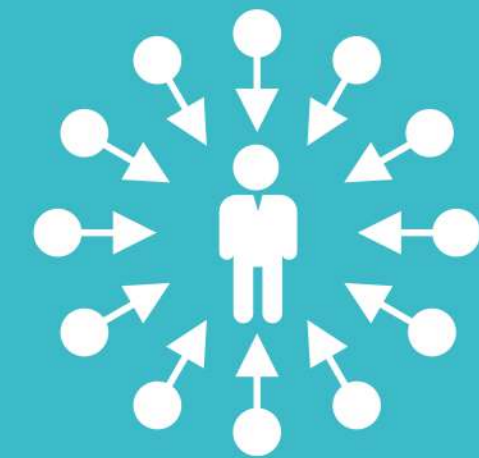
CREDITED STUDENTS ACTIVITIES



Programmes organized by CCC through collaborations with internal and external agencies.



Programme invitations received from time to time.



Programmes organized and conducted by students.

SOP FOR CONDUCTING CREDITED STUDENTS ACTIVITIES

1

Submission of Proposal

Approving Authority

- RM0 – RM20,000 (Director)
- RM20,001 – RM200,000 (Rector & ED of Finance)

2

Table in Monthly CCAP

Schedule issued
semesterly

3

Receive Approval

Approval from CCAP via
PowerAutomate/e-Mail

4

Submit completed Financial and Programme Report

Within fourteen days (14) after
the programme ends.

- Failure to submit the report within the stipulated period warning letters to the Trainer will be issued.
- Late submission will affect approval for future programmes.

Adhere to Budget Limit

RM3.00 – Breakfast & Tea Break
RM5.00 – Lunch & Dinner

ONLINE FORMS

Forms for Students Academic Related Matters

1	[UG01] APPLICATION TO ADD COURSE
2	[UG03] APPLICATION TO DROP A COURSE
3	[UG04] APPLICATION TO WITHDRAW A COURSE (WITHIN DEADLINE)
4	[UG05] APPLICATION TO WITHDRAW A COURSE (AFTER DEADLINE)
5	[UG09] APPLICATION TO REVIEW ANSWER SCRIPT

**AVAILABLE
NOW**
ON WEBSITE



Forms for Student Activity Programme

1	BUDGET LESS THAN RM1,000.00 [YELLOW COLOUR]
2	BUDGET LESS THAN RM3,000.00 [PEACH COLOUR]
3	BUDGET LESS THAN RM5,000.00 [GREEN COLOUR]
4	BUDGET LESS THAN RM20,000.00 [PINK COLOUR]
5	BUDGET MORE THAN RM20,000.00 [BLUE COLOUR]

VIRTUAL COUNTER ACADEMIC DEVELOPMENT UNIT (ADU)



**VIRTUAL COUNTER
RECRUITMENT,
TRAINING AND STUDENT
ACTIVITIES UNIT
(RETSA)**



THANK YOU



PHONE

+603-6421 ext 4118/ 4095 (RETSA)
ext 3654/ 3644/ 5475 (ADU)
ext 5473/ 3632/ 5479 (AFU)



WEBSITE

<https://centre.iium.edu.my/ccc/>



EMAIL

Itifcreditedcocu@iium.edu.my (Lecturer/ Trainer/ Instructor/ Facilitator)
creditedcocu@live.iium.edu.my (Students)



MAIL

Credited Co-Curricular Centre (CCC)
International Islamic University Malaysia
Level 2, Muhammad Abdul Rauf Building
Gombak, Selangor Darul Ehsan

