

STUDENT HANDBOOK Foundation in it

INTRO DUC TION

The Faculty of Computing and Informatics is an important academic unit of the Multimedia University, designed to serve the Multimedia Super Corridor (MSC) and the wider community by creating diverse educational opportunities in IT and multimedia. The faculty trains and produces IT professionals of very high caliber through our world class facilities for learning and research in IT, highly qualified staff and collaborative efforts with R&D groups and industries within the MSC.

FCI DEAN'S OFFICE

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Mdm Azlina binti Ahmad

Assistant Manager azlina.ahmad@mmu.edu.my | Bachelor in Computer Science | Bachelor in Information Technology

PROGRAMME EDUCATIONAL OBJECTIVES

PE01: To produce students with the fundamental knowledge and skills required to pursue a degree in Computer Science or Information Technology.

| | | OGRAMME LEARNING JTCOME |
|-----|---------------|---|
| | At ti able | he end of this programme, students will be e to |
| PLO | 01 | Describe knowledge and understanding of basic concepts, principles, and processes of computing and mathematics. |
| PLO | 02 | Apply fundamental principles to solve problems analytically and scientifically. |
| PLO | 03 | Build solutions with basic techniques, skills, and tools individually or in a group. |
| PL | 04 | Demonstrate effective oral or written communication in problem solving. |
| PLO | 05 | Use digital technology applications to solve computing problems. |
| PL | 06 | Demonstrate personal and entrepreneurial skills to pursue lifelong learning independently. |

GRADING SYSTEM

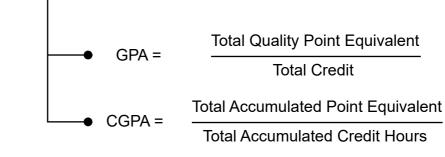
GRADE

Grade means the final grade of a course for a trimester based on the total scores awarded for coursework and end-of-trimester examination.

| GRADE | MARKS | POINTS |
|-------|----------|-------------|
| A+ | 90 -100 | 4.00 |
| A | 80 - <90 | 4.00 |
| A- | 75 - <80 | 3.67 - 3.93 |
| B+ | 70 - <75 | 3.33 - 3.60 |
| В | 65 - <70 | 3.00 - 3.27 |
| В- | 60 - <65 | 2.67 - 2.93 |
| C+ | 55 - <60 | 2.33 - 2.59 |
| С | 50 - <55 | 2.00 - 2.26 |
| C- | 47 - <50 | 1.67 |
| D+ | 44 - <47 | 1.33 |
| F | 0 - <40 | 0 |
| PS | 50 - 100 | - |
| FL | 0 - <50 | - |

GRADE POINT AVERAGE (GPA)

products of credit hour and quality point equivalent @ grade point divided by the total credit hours taken for that trimester.



PLAN OF STUDY

1. The plan of study for any student shall contain the subjects that the student shall register each trimester for the duration of his studies in the programme. The plan shall be formulated by the student on the advice of his academic advisor so as to ensure that pre-requisite course requirements are met, and core subjects related to the student's major and electives are included in the study plan.

Registration for courses must be completed before the beginning of each academic 2. trimester.

Students may register for new subjects or withdraw from a subject during the first two 3. weeks of the trimester.

4. The Dean of a Faculty may grant exemption from pre-requisite subjects to students, that they deem fit.

ACADEMIC LOAD

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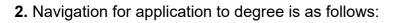
1. Students shall register all subjects as according to the programme structure by trimester. Students who fail to follow the programme structure are subjected to the minimum and maximum academic load as prescribed below:

| Academic | 1st and 2nd | | 3rd Trimester | | |
|---|--|---------------------|--|-------------------|--|
| Status | (14 wee | | (7 weeks) | | |
| | Non - Engineering | Engineering | Non - Engineering | Engineering | |
| | Degree | Degree | Degree | Degree | |
| Students Not Following Programme Structure | Max: 20 Min : 12 | Max: 18 Min : 12 | Max: 10 Min : 6 | Max: 9 Min : 6 | |
| Students Following Programme Structure | Students are requ according to the stipulated in the | credit hours | Students are requ according to the o stipulated in the | credit hours | |

GPA is the average grade of a student for a given trimester computed by taking the sum of the

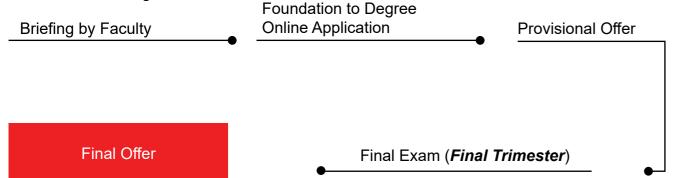
FOUNDATION TO DEGREE APPLICATION

1. Student who is eligible to progress to degree program will receive an email from MMU entitled "Application to Degree program" once he/she is in the *final trimester* of the foundation program.



Log into CaMSys — Main Menu — Self Service Application for Degree

3. Foundation to Degree:



Important note: Students' placement in the Bachelor Degree courses, either in Cyberjaya or Melaka campus, will be at the sole discretion of Multimedia University .

ACADEMIC ADVISORY PROGRAMME

OBJECTIVE

To provide an environment of continuous academic advisory support in terms of assisting students with correct academic information, advising students on the subjects and workloads to be taken per trimester as well as advising students on other academic and non-academic matters.

IMPLEMENTATION

1. Each student will be assigned an Academic Advisor during the first trimester. Below is the navigation to view student's academic advisor:

2. The Academic Advisor will provide necessary advisory support, and monitor students' performance.

3. All students will be required to meet their Academic Advisor at least twice a trimester :

Beginning every Trimester – students will see their Academic а. Advisor to discuss their study load and report their previous final examination results.

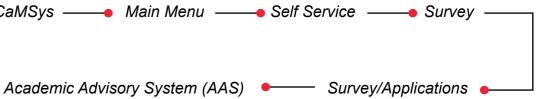
Before the end of every Trimester - to discuss subjects to be b. taken next Trimester as well as their study load. The Academic Advisor will refer the students to specialist counselor if deemed necessary.

4. It is an obligation for every student to complete an assessment in the Academic Advisory System (AAS) before continuing with the pre-subject registration. Failure to complete the assessment will result in the subject registration for the next trimester being blocked. Navigation to the AAS can be reached as follows:

Log into CaMSys — Main Menu — Self Service — Survey —

Log into CaMSys —— Self Service —— Academics — Academics Records

My Advisor



IMPORTANT LINKS FOR STUDENT

- 1. Only MMU students have access to all the links listed below.
- 2. Please use the Username (student ID) and Password given to access MMU Portal.

3. While in campus, student may go to <u>http://www.mmu.edu.my</u> for further information on Multimedia University including MMU Portal, financial aid, services available in campus and others. If student is out of the campus area, to access MMU Portal, please use this URL, https://online.mmu.edu.my/index.php

4. Services rendered by MMU are listed in the following link: https://online.mmu.edu.my/intra/Masterlist_of_Student_Services_v1_19072021.pdf

5. Student may refer to the following links for subject registration:

a. Subject Registration Tutorial:

https://www.youtube.com/watch?v=2VGtp1jM578

b. Subject Registration link in CamSys:

https://cms.mmu.edu.my/psp/csprd/?cmd=login&languageCd=ENG&



c. How to Add / Drop Subject :

https://drive.google.com/drive/folders/1DonAkK9ESKMpQYB5zgWzu5-JJVNFKGRI?usp=sharing

6. To view student's timetable:

| - | Plan | | roll | 1 | My Academics | |
|------------|-------------------------|---------------|----------|--------------|--------------|--|
| my class | schedule add | d | rop | swap | term infor | |
| Iy Clas | s Schedule | | | | | |
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| | Term | Career | Institut | ion : | | |
| 0 | Trimester 3 - 2019/2020 | Undergraduate | MULTIM | EDIA UNIVERS | ETTY . | |
| | Trimester 1 - 2020/2021 | Undergraduate | MULTIM | EDIA UNIVERS | ITY | |
| ۲ | | | | | | |

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|----------|------------------|----------------------------------|--------|------|----------|---------------------|------|------------|
| Clas | s Sched | lule | | | | | | |
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| lect a t | erm then Term | click Continu | Career | _ | Institut | ion | _ | - |
| ect a t | Term | click Continu r 3 - 2019/2020 | Career | ate | | ion EDIA UNIVERS | SITY | |

select your next trimester and click "Continue" button.

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|----------|---|--------------|------------|-------------------|--------------|--|--------------------------|
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Step 1 : Click tab "Enroll" and tab "my class schedule". Then

Step 2 : Now students should be able to view the timetable.

7. Bulletin Board :

Students are encouraged to log in the MMU Portal and frequent the Bulletin Board for the latest information, announcement and happenings in MMU.



8. Student Services :

Go to MMU portal, look for "Student Services" and click "Forms and Guidelines" for more information on MMU including examination rules and regulations.



9. FCI Homepage: Please visit <u>https://fci.mmu.edu.my/</u> to obtain more information on the faculty.



10. Academic Calendar: https://www.mmu.edu.my/academic-calendar/ Student may download the academic calendar for each trimester from this URL.

| The academic calendar folds at the indicator basis for the end of Academic Calendar 10 (AC 10) • For Exciting (Monets) Academic Calendar 13 (AC 15) • For Exciting (Monets) and here 'Ecolemic of Acy indias (AC) Academic Calendar 2.5 • For Exciting University of Explorets index 302) April and July letter 5 for Exciting University Defension • Exciting University Calendar 5 Superior and Annotation to the next the • Exciting University Calendar 5 Superior and Annotation to the next the • Exciting University - Carrient Sourcets prime Hereit the • Exciting University - Composited Francements or Calendaring Big • Inter University - Composited Francements or Calendaring Big • Excited Processing Sourcets prime Hereit | Academic Cal | lendar |
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FOUNDATION IN IT PROGRAM STRUCTURE (SEPT INTAKE)

TRIMESTER 1

PBU0045 INTRODUCTION TO BUSINESS MANAGE

PCT0101 INTRODUCTION TO COMPUTING TECHN

PEN0045 COMMUNICATIVE ENGLISH

PMT0101 MATHEMATICS I*

PSP0101 PROBLEM SOLVING AND PROGRAM DES

TRIMESTER 2

PCR0025 CRITICAL THINKING

PDS0101 INTRODUCTION TO DIGITAL SYSTEMS

PEN0055 ESSENTIAL ENGLISH

PMF0101 MULTIMEDIA FUNDAMENTALS

PMT0201 MATHEMATICS II

PPP0101 PRINCIPLES OF PHYSICS

| MENT | 4 CH | |
|----------|------|---------|
| IOLOGIES | 4 CH | |
| | 3 CH | |
| | 4 CH | |
| SIGN** | 4 CH | (19 CH) |
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| 3 CH | |
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TRIMESTER 3 PEN0065 3 CH ACADEMIC ENGLISH 3 CH PMT0301 4 CH (10 CH) MATHEMATICS III 4 CH (10 CH) PSP0201 3 CH 10 CH) MINI IT PROJECT 3 CH 10 CH)

PRE - REQUISITE

Mathematics I*

Problem Solving and Program Design**

Mathematics II & Mathematics III

Mini IT Project

ACADEMIC CALENDAR





13 Dec - 19 Dec Ш NTAK 20 Dec - 26 Dec 25 Dec (Sat) - Christmas **WEFK 13** 27 Dec - 2 Jan 1 Jan (Sat) - New Year 3 Jan - 9 Jan 5 <u>10 Jan - 16 Jan</u> 17 Jan - 23 Jan 24 Jan - 30 Jan WFFK 18 31 Jan - 6 Feb 1 & 2 Feb (Tue & Wed) - Chi 7 Feb - 13 Feb 14 Feb - 20 Feb 21 Feb - 27 Feb WEEK (28 Feb - 6 Mar

| <u>C</u> | Academic Week (Week 11) | -• |
|----------|--------------------------|----|
| C | Academic Week (Week 12) | • |
| | Academic Week (Week 13) | • |
| YEAR | 2022 | |
| | Academic Week (Week 14) | - |
| | Study Week | |
| | Exam Week 1 | |
| | Exam Week 2 | • |
| inese | Tri. Break 1 New Year | • |
| | Tri, Break 2 | • |
|) | Tri, Break 3 | • |
|) | Tri, Break 4 | • |
| | Tri, Break 5 | • |





3 & 4 May (Tue & Wed) - Eidul Fitri*

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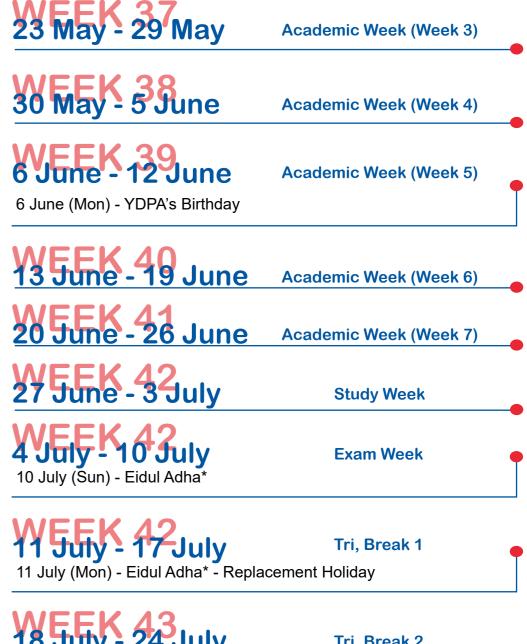


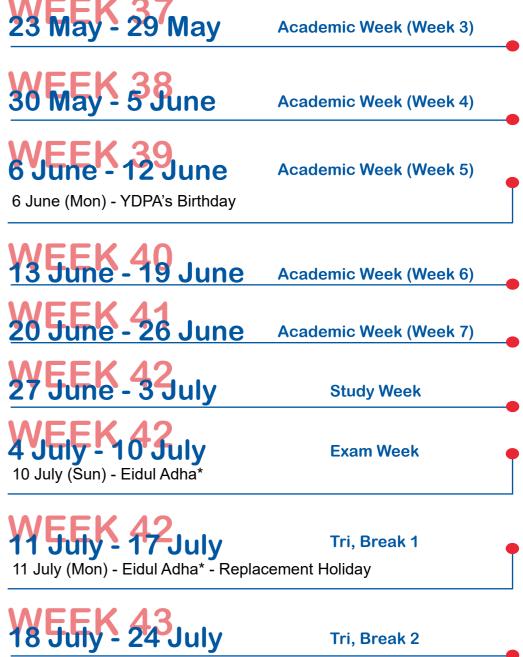
15 May (Sun) - Wesak Day (Melaka & Selangor)*

WEAK - 22 May

16 May (Mon) - Wesak Day (Melaka & Selangor)* -**Repalcement Holiday**

10 July (Sun) - Eidul Adha*





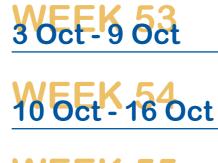
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Academic Week (Week 1)









Weet-23 Oct E-Registration (17 - 21 Oct)

24 Oct - 30 Oct 22 – 26 Oct: Week of Immersion and Networking (WIN)*

Exam Week

Tri, Break 1

Tri, Break 2

Tri, Break 3

LIST OF STAFF

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