



SCHOOL OF MANAGEMENT (SOM)

LIST OF COURSES FOR DIPLOMA IN OFFICE MANAGEMENT AND SECRETARYSHIP (DMS)

MQA COMPULSORY COURSES

| NO | OLD COURSE CODE | NEW COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | OLD PRE-REQUISITE | NEW PRE-REQUISITE |
|----|-----------------|-----------------|---|--------------|---------------|------------|-------------------|-------------------|
| 1 | LAN1001 OR | MOA2233 OR | BAHASA KEBANGSAAN A (FOR MALAYSIAN) | 3 | 3 | CEL | | |
| | LAN1002 | MOA2232 | BAHASA KEBANGSAAN B (FOR INTERNATIONAL) | | | | | |
| 2 | LAN1003 | MOA1231 | MALAYSIAN STUDIES | 3 | 3 | SOSS | | |
| 3 | LAN1004 OR | MOA1232 OR | ISLAMIC STUDIES (FOR MUSLIM) | 3 | 3 | SOSS | | |
| | LAN1005 | MOA2231 | MORAL STUDIES (FOR NON MUSLIM) | | | | | |

TOTAL CREDIT HOURS FOR MQA COMPULSORY COURSES = 9

COLLEGE COMPULSORY COURSES

| NO | OLD COURSE CODE | NEW COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | OLD PRE-REQUISITE | NEW PRE-REQUISITE |
|----|-----------------|-----------------|------------------------|--------------|---------------|------------|-------------------|-------------------|
| 1 | CEL1221 | CEL1231 | INTERMEDIATE ENGLISH 1 | 3 | 3 | CEL | | |
| 2 | CEL2221 | CEL1232 | INTERMEDIATE ENGLISH 2 | 3 | 3 | CEL | | CEL1231 |
| 3 | CEL3211 | CEL2233 | ADVANCED ENGLISH 1 | 3 | 3 | CEL | CEL1221, CEL2221 | CEL1232 |
| 4 | CEL4211 | CEL2234 | ADVANCED ENGLISH 2 | 3 | 3 | CEL | CEL3211 | CEL2233 |
| 5 | CEL6231 | CEL3231 | BUSINESS COMMUNICATION | 3 | 3 | CEL | CEL4211 | CEL2234 |
| 6 | ICD5200 | ICD3221 | IBADAH CAMP | 2 | | SOSS | FINAL SEMESTER | FINAL SEMESTER |

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 17

CORE COMPULSORY COURSES

| NO | OLD COURSE CODE | NEW COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | OLD PRE-REQUISITE | NEW PRE-REQUISITE |
|----|-----------------|-----------------|---------------------------------------|--------------|---------------|------------|-------------------|--------------------------|
| 1 | DMS1231 | DOM1231 | OFFICE SYSTEM AND ADMINISTRATION | 3 | 3 | SOM | | |
| 2 | DMS1232 | DOM1232 | INFORMATION SKILLS | 3 | 3 | SOM | | |
| 3 | DMS2239 | DOM1233 | KEYBOARDING | 3 | 3 | SOM | | |
| 4 | DMS2232 | DOM2231 | NOTE TAKING SKILLS | 3 | 3 | SOM | | |
| 5 | DMS1233 | DOM2232 | OFFICE WRITTEN AND DOCUMENTATION | 3 | 3 | SOM | DMS1231 | DOM1231 |
| 6 | DMS2231 | DOM2233 | RECORDS MANAGEMENT AND DOCUMENTATION | 3 | 3 | SOM | | |
| 7 | DMS2237 | DOM2234 | PRINCIPLES OF ACCOUNTING | 3 | 3 | SOM | | |
| 8 | DMS3233 | DOM2235 | INTERPERSONAL COMMUNICATION | 3 | 3 | SOM | | |
| 9 | DMS2236 | DOM2236 | PUBLIC SPEAKING | 3 | 3 | SOM | CEL4211 | |
| 10 | DMS3231 | DOM2237 | EVENT PLANNING | 3 | 3 | SOM | | |
| 11 | DMS2233 | DOM3231 | INTRODUCTION TO PUBLIC RELATION | 3 | 3 | SOM | | |
| 12 | DMS2234 | DOM3232 | LAW AND PROCEDURE OF MEETING | 3 | 3 | SOM | | LAW3235 |
| 13 | QKC1231 | OBA1232 | BUSINESS MATHEMATICS | 3 | 3 | SOM | | |
| 14 | CBC1231 | BUS1231 | INTRODUCTION TO BUSINESS | 3 | 3 | SOM | | |
| 15 | CBC2233 | BUS1234 | PRINCIPLES AND PRACTICE OF MANAGEMENT | 3 | 3 | SOM | | |
| 16 | CBC4232 | BUS2236 | ORGANIZATIONAL BEHAVIOUR | 3 | 3 | SOM | CBC2233 | BUS1234 |
| 17 | LAW6231 | LAW3235 | BUSINESS LAW | 3 | 3 | SOM | | |
| 18 | CBC2234 | DCT1231 | COMPUTER APPLICATION | 3 | 4 | SICT | | |
| 19 | DMS3232 | MAS3231 | INTRODUCTION TO MANDARIN LANGUAGE | 3 | 3 | CEL | | |
| 20 | ITD3241 | PTD3231 | PRACTICAL TRAINING | 3 | 3 | SOM | FINAL SEMESTER | COMPLETE 87 CREDIT HOURS |
| 21 | NONE | SOS2231 | ETHICS IN DAILY LIFE | 3 | 3 | SOSS | | |

TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 63

ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE

| NO | OLD COURSE CODE | NEW COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | OLD PRE-REQUISITE | NEW PRE-REQUISITE |
|----|-----------------|-----------------|---|--------------|---------------|------------|-------------------|-------------------|
| 1 | IRK2221 | IRK2231 | CONCEPTS OF ISLAMIC BELIEF | 3 | 3 | SOSS | | |
| 2 | IRK2225 | IRK2235 | BIOGRAPHY OF PROPHET MUHAMMAD S.A.W | 3 | 3 | SOSS | | |
| 3 | ARB5221 OR | ARB1231 OR | INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS | 3 | 3 | CEL | | |
| | ARB6221 | ARB1232 | INTRODUCTION TO ARABIC LANGUAGE | | | | | |
| 4 | CBC4233 | DBE2234 | HUMAN RESOURCE MANAGEMENT | 3 | 3 | SOM | CBC2233 | BUS1234 |
| 5 | CBE6232 | DEC3237 | INTRODUCTION TO IT | 3 | 3 | SICT | | |

TOTAL CREDIT HOURS FOR ELECTIVE COURSE = 3

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92