

INTERNATIONAL ISLAMIC COLLEGE
SCHOOL OF MANAGEMENT

DIPLOMA IN OFFICE MANAGEMENT AND SECRETARYSHIP

| SEMESTER 1, YEAR 1 | | | | | July |
|---------------------------|--|-----------------|-------------|--------------------------|-----------|
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 1 | Intermediate English 1 | CEL1231 | 3 | | |
| 2 | Business Mathematics | QBA1232 | 3 | | |
| 3 | Malaysian Studies | MQA1231 | 3 | | |
| 4 | Islamic Studies/Moral Studies | MQA1232/MQA2231 | 3 | | 12 |
| SEMESTER 2, YEAR 1 | | | | | Nov |
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 5 | Intermediate English 2 | CEL1232 | 3 | CEL1231 | |
| 6 | Bahasa Kebangsaan A/B | MQA2233/MQA2232 | 3 | | |
| 7 | Office System and Administration | DOM1231 | 3 | | |
| 8 | Information Skills | DOM1232 | 3 | | |
| 9 | Introduction to Business | BUS1231 | 3 | | 15 |
| SEMESTER 3, YEAR 1 | | | | | April |
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 10 | Advanced English 1 | CEL2233 | 3 | CEL1232 | |
| 11 | Keyboarding | DOM1233 | 3 | | 6 |
| SEMESTER 1, YEAR 2 | | | | | July |
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 12 | Advanced English 2 (Compulsory to register for MUET) | CEL2234 | 3 | CEL2233 | |
| 13 | Computer Application | DCT1231 | 3 | | |
| 14 | Note-taking Skills | DOM2231 | 3 | | |
| 15 | Office Written and Documentation | DOM2232 | 3 | DOM1231 | |
| 16 | Records Management and Documentation | DOM2233 | 3 | | 15 |
| SEMESTER 2, YEAR 2 | | | | | Nov |
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 17 | Business Communication | CEL3231 | 3 | CEL2234 | |
| 18 | Principles and Practice of Management | BUS1234 | 3 | | |
| 19 | Principles of Accounting | DOM2234 | 3 | | |
| 20 | Interpersonal Communication | DOM2235 | 3 | | |
| 21 | Public Speaking | DOM2236 | 3 | | 15 |
| SEMESTER 3, YEAR 2 | | | | | April |
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 22 | Event Planning | DOM2237 | 3 | | |
| 23 | Business Law | LAW3235 | 3 | | |
| 24 | Organizational Behaviour | BUS2236 | 3 | BUS1234 | 9 |
| SEMESTER 1, YEAR 3 | | | | | July |
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 25 | Introduction to Public Relation | DOM3231 | 3 | | |
| 26 | Law and Procedure of Meeting | DOM3232 | 3 | LAW3235 | |
| 27 | Introduction to Mandarin Language | MAS3231 | 3 | | |
| 28 | Elective | | 3 | | |
| 29 | Ethics in Daily Life | SOS2231 | 3 | | 15 |
| SEMESTER 2, YEAR 3 | | | | | Nov |
| NO | COURSE NAME | COURSE CODE | CREDIT HOUR | PRE-REQUISITE | |
| 30 | Practical Training | PTD3231 | 3 | COMPLETE 87 CREDIT HOURS | |
| 31 | Ibadah Camp | ICD3221 | 2 | FINAL SEMESTER | 5 |
| TOTAL CREDIT HOURS | | | | | 92 |

Updated 24 November 2011