



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

MQA COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	MQA2233 OR	BAHASA KEBANGSAAN A (FOR MALAYSIAN)	3	3	CEL	
	MQA2232	BAHASA KEBANGSAAN B (FOR INTERNATIONAL)				
2	MQA1231	MALAYSIAN STUDIES	3	3	SOSS	
3	MQA1232 OR	ISLAMIC STUDIES (FOR MUSLIM)	3	3	SOSS	
	MQA2231	MORAL STUDIES (FOR NON MUSLIM)				

TOTAL CREDIT HOURS FOR MQA COMPULSORY COURSES = 9

COLLEGE COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	CEL1231	INTERMEDIATE ENGLISH 1	3	3	CEL	
2	CEL1232	INTERMEDIATE ENGLISH 2	3	3	CEL	CEL1231
3	CEL2233	ADVANCED ENGLISH 1	3	3	CEL	CEL1232
4	CEL2234	ADVANCED ENGLISH 2	3	3	CEL	CEL2233
5	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	CEL2234
6	ICD3221	IBADAH CAMP (FOR MUSLIM)	2		SOSS	FINAL SEMESTER
	ICD3222	INTERCULTURAL PROGRAM (FOR NON-MUSLIM)				

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 17

CORE COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	DOM1231	OFFICE SYSTEM AND ADMINISTRATION	3	3	SOM	
2	DOM1232	INFORMATION SKILLS	3	3	SOM	
3	DOM1233	KEYBOARDING	3	3	SOM	
4	DOM2231	NOTE TAKING SKILLS	3	3	SOM	
5	DOM2232	OFFICE WRITTEN AND DOCUMENTATION	3	3	SOM	DOM1231
6	DOM2233	RECORDS MANAGEMENT AND DOCUMENTATION	3	3	SOM	
7	DOM2234	PRINCIPLES OF ACCOUNTING	3	3	SOM	
8	DOM2235	INTERPERSONAL COMMUNICATION	3	3	SOM	
9	DOM2236	PUBLIC SPEAKING	3	3	SOM	
10	DOM2237	EVENT PLANNING	3	3	SOM	
11	DOM3231	INTRODUCTION TO PUBLIC RELATION	3	3	SOM	
12	DOM3232	LAW AND PROCEDURE OF MEETING	3	3	SOM	LAW3235
13	QBA1232	BUSINESS MATHEMATICS	3	3	SOM	
14	BUS1231	INTRODUCTION TO BUSINESS	3	3	SOM	
15	BUS1234	PRINCIPLES AND PRACTICE OF MANAGEMENT	3	3	SOM	
16	BUS2236	ORGANIZATIONAL BEHAVIOUR	3	3	SOM	BUS1234
17	LAW3235	BUSINESS LAW	3	3	SOM	
18	DCT1231	COMPUTER APPLICATION	3	4	SICT	
19	MAS3231	INTRODUCTION TO MANDARIN LANGUAGE	3	3	CEL	
20	PTD3231	PRACTICAL TRAINING	3	3	SOM	COMPLETE 87 CREDIT HOURS
21	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	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	IRK2231	CONCEPTS OF ISLAMIC BELIEF	3	3	SOSS	
2	IRK2235	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	3	SOSS	
3	ARB1231 OR	INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS	3	3	CEL	
	ARB1232	INTRODUCTION TO ARABIC LANGUAGE				
4	DBE2234	HUMAN RESOURCE MANAGEMENT	3	3	SOM	BUS1234
5	DEC3237	INTRODUCTION TO IT	3	3	SICT	

TOTAL CREDIT HOURS FOR ELECTIVE COURSE = 3

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92

***Note:** Please be informed that student with **Matric No. 113 and above** who had been exempted from taking 'Bahasa Kebangsaan A' or/and Intermediate English 1, you **are required to replace the course** with any of elective course under your programme to earn 3 or/and 6 credit hours for the graduate requirements.



LIST OF COURSES FOR DIPLOMA IN ISLAMIC EARLY CHILDHOOD EDUCATION (DCE)

MQA COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	MQA2233 OR	BAHASA KEBANGSAAN A (FOR MALAYSIAN)	3	3	CEL	
	MQA2232	BAHASA KEBANGSAAN B (FOR INTERNATIONAL)				
2	MQA1231	MALAYSIAN STUDIES	3	3	SOSS	
3	MQA1232 OR	ISLAMIC STUDIES (FOR MUSLIM)	3	3	SOSS	
	MQA2231	MORAL STUDIES (FOR NON MUSLIM)				

TOTAL CREDIT HOURS FOR MQA COMPULSORY COURSES = 9

COLLEGE COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	CEL1231	INTERMEDIATE ENGLISH 1	3	3	CEL	
2	CEL1232	INTERMEDIATE ENGLISH 2	3	3	CEL	CEL1231
3	CEL2233	ADVANCED ENGLISH 1	3	3	CEL	CEL1232
4	CEL2234	ADVANCED ENGLISH 2	3	3	CEL	CEL2233
5	ICD3221	IBADAH CAMP (FOR MUSLIM)	2		SOSS	FINAL SEMESTER
	ICD3222	INTERCULTURAL PROGRAM (FOR NON-MUSLIM)				

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 14

CORE COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	CEC1231	INTRODUCTION TO HISTORY AND PHILOSOPHY OF EARLY CHILDHOOD EDUCATION	3	3	SOSS	
2	CEC1232	INTRODUCTION TO ISLAMIC EDUCATION	3	3	SOSS	
3	CEC1233	INTRODUCTION TO ISLAMIC EARLY CHILDHOOD EDUCATION	3	4	SOSS	
4	CEC1234	INTRODUCTION TO CHILD CARE, HEALTH AND NUTRITION	3	4	SOSS	
5	CEC1235	INTRODUCTION TO CURRICULUM FOR PRE-SCHOOL CHILDREN	3	3	SOSS	
6	CEC1236	LEARNING IN YOUNG CHILDREN	3	4	SOSS	
7	CEC1237	INTRODUCTION TO CHILD DEVELOPMENT	3	3	SOSS	
8	CEC2231	EARLY MATHEMATICAL SKILLS	3	4	SOSS	
9	CEC2232	EARLY LITERACY FOR CHILDREN	3	4	SOSS	
10	CEC2233	EARLY ENVIRONMENTAL SCIENCE FOR CHILDREN	3	4	SOSS	
11	CEC2234	UNDERSTANDING CHILD BEHAVIOR	3	4	SOSS	
12	CEC2235	BAHASA MELAYU PRA-SEKOLAH	3	3	SOSS	
13	CEC2236	ENGLISH FOR PRE-SCHOOL	3	3	SOSS	
14	CEC2237	FARDHU AIN FOR YOUNG CHILDREN	3	4	SOSS	
15	CEC2238	ARABIC FOR PRE-SCHOOL	3	3	SOSS	
16	CEC3231	INTRODUCTION TO SPECIAL NEEDS IN EDUCATION	3	3	SOSS	
17	CEC3232	ART & CRAFT	3	3	SOSS	
18	CEC3233	MANAGING PRE-SCHOOL	3	3	SOSS	
19	CEC3234	YOUNG MUSLIM PRACTICAL LIFE EXERCISE	3	3	SOSS	
20	CEC3235	PARENTAL INVOLVEMENT IN EARLY CHILDHOOD EDUCATION	3	4	SOSS	
21	SOS2231	ETHICS IN DAILY LIFE	3	3	SOSS	
22	ITD3236	INDUSTRIAL TRAINING	3	3	SOSS	COMPLETED ALL CORE-COURSES

TOTAL CREDIT HOURS FOR CORE COURSES = 66

ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	ARB1231 OR	INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS	3	3	CEL	
	ARB1232	INTRODUCTION TO ARABIC LANGUAGE				
2	IRK2231	CONCEPTS OF ISLAMIC BELIEF	3	3	SOSS	
3	CEE2235	FIRST AID COURSE	3	3	SOSS	
4	CEE2236	SENSATION AND PERCEPTION IN YOUNG CHILDREN	3	3	SOSS	
5	CEE2237	INTRODUCTION TO MONTESSORI	3	3	SOSS	

TOTAL CREDIT HOURS FOR ELECTIVE = 3

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92

****INTERNATIONAL STUDENT WILL TAKE 2 ELECTIVE COURSES INSTEAD OF TAKING BAHASA MELAYU PRA-SEKOLAH (CEC2235)

*****NON-MUSLIM STUDENT WILL TAKE 2 ELECTIVE COURSES INSTEAD OF TAKING FARDHU AIN (CEC2237)

*Note: Please be informed that student with **Matric No. 113 and above** who had been exempted from taking 'Bahasa Kebangsaan A' or/and Intermediate English 1, you **are required to replace the course** with any of elective course under your programme to earn 3 or/and 6 credit hours for the graduate requirements.

STUDY PLAN FOR DIPLOMA IN OFFICE MANAGEMENT & SECRETARYSHIP

		SEMESTER 1 (LONG SEMESTER)			
		NO	COURSE CODE	COURSE NAME	CREDIT HOUR
YEAR 1	1	CEL1231	Intermediate English 1	3	
	2	QBA1232	Business Mathematics	3	
	3	MQA1231	Malaysian Studies	3	
	4	MQA1232 or MQA2231	Islamic Studies or Moral Studies	3	
	<i>TOTAL CREDIT HOURS PER SEMESTER:</i>			12	
			SEMESTER 2 (LONG SEMESTER)		
	NO	COURSE CODE	COURSE NAME	CREDIT HOUR	PRE-REQUISITE
	5	CEL1232	Intermediate English 2	3	CEL1231
	6	MQA2233 or MQA2232	Bahasa Kebangsaan A or Bahasa Kebangsaan B	3	
	7	DOM1231	Office System and Administration	3	
	8	DOM1232	Information Skills	3	
	9	BUS1231	Introduction to Business	3	
	<i>TOTAL CREDIT HOURS PER SEMESTER:</i>			15	
		SEMESTER 3 (SHORT SEMESTER)			
NO	COURSE CODE	COURSE NAME	CREDIT HOUR	PRE-REQUISITE	
10	CEL2233	Advanced English 1	3	CEL1232	
11	DOM1233	Keyboarding	3		
<i>TOTAL CREDIT HOURS PER SEMESTER:</i>			6		
YEAR 2			SEMESTER 1 (LONG SEMESTER)		
	NO	COURSE CODE	COURSE NAME	CREDIT HOUR	PRE-REQUISITE
	12	CEL2234	Advanced English 2 (Compulsory to register for MUET)	3	CEL2233
	13	DCT1231	Computer Application	3	
	14	DOM2231	Note-taking Skills	3	
	15	DOM2232	Office Written and Documentation	3	DOM1231
	16	DOM2233	Records Management and Documentation	3	
	<i>TOTAL CREDIT HOURS PER SEMESTER:</i>			15	
			SEMESTER 2 (LONG SEMESTER)		
	NO	COURSE CODE	COURSE NAME	CREDIT HOUR	PRE-REQUISITE
	17	CEL3231	Business Communication	3	CEL2234
	18	BUS1234	Principles and Practice of Management	3	
	19	DOM2234	Principles of Accounting	3	
	20	DOM2235	Interpersonal Communication	3	
	21	DOM2236	Public Speaking	3	
	<i>TOTAL CREDIT HOURS PER SEMESTER:</i>			15	
			SEMESTER 3 (SHORT SEMESTER)		
	NO	COURSE CODE	COURSE NAME	CREDIT HOUR	PRE-REQUISITE
22	DOM2237	Event Planning	3		
23	LAW3235	Business Law	3		
24	BUS2236	Organizational Behaviour	3	BUS1234	
3			9		
YEAR 3			SEMESTER 1 (LONG SEMESTER)		
	NO	COURSE CODE	COURSE NAME	CREDIT HOUR	PRE-REQUISITE
	25	DOM3231	Introduction to Public Relation	3	
	26	DOM3232	Law and Procedure of Meeting	3	LAW3235
	27	MAS3231	Introduction to Mandarin Language	3	
	28		Elective (<i>Please choose one elective from the program structure</i>)	3	
	29	SOS2231	Ethics in Daily Life	3	
	<i>TOTAL CREDIT HOURS PER SEMESTER:</i>			15	
			SEMESTER 2 (LONG SEMESTER)		
	NO	COURSE CODE	COURSE NAME	CREDIT HOUR	PRE-REQUISITE
	30	PTD3231	Practical Training	3	COMPLETE 87 CREDIT HOURS
31	ICD3221 or ICD3222	Ibadah Camp or Intercultural Program	2	FINAL SEMESTER	
<i>TOTAL CREDIT HOURS PER SEMESTER:</i>			5		
TOTAL CREDIT HOURS			92		