



SCHOOL OF BUSINESS AND LEGAL STUDIES ( SBLs )

PROGRAMME STRUCTURE FOR DIPLOMA IN OFFICE MANAGEMENT (FOR COHORT 181 AND ABOVE)

MPU COMPULSORY COURSES

| NO | COURSE CODE | COURSE NAME   | CREDIT | PRE-REQUISITE |
|----|-------------|---|--------|---------------|
| 1  | MPU2163 OR  | MALAYSIAN STUDIES (FOR LOCAL STUDENTS)  | 3      |               |
|    | MPU2133     | BAHASA MALAYSIA KOMUNIKASI 1 (FOR INTERNATIONAL STUDENTS)                                     |        |               |
| 2  | MPU2213     | BAHASA KEBANGSAAN A (FOR LOCAL STUDENTS WHO DO NOT EARN CREDIT IN BAHASA MELAYU AT SPM LEVEL) | 3      |               |
|    | *MPU2233 OR | PRESENTATION SKILLS   |        |               |
|    | *MPU2253    | PROCESS WRITING   |        |               |
| 3  | MPU2323 OR  | POLITICAL SCIENCE   | 3      |               |
|    | MPU2343     | HUMAN RELATIONS   |        |               |
| 4  | MPU2412 OR  | IBADAH CAMP (FOR MUSLIM STUDENTS)   | 2      |               |
|    | MPU2422     | INTERCULTURAL PROGRAM (FOR NON MUSLIM STUDENTS)   |        |               |

TOTAL CREDITS FOR MPU COMPULSORY COURSES = 11

COLLEGE COMPULSORY COURSES

| NO | COURSE CODE | COURSE NAME            | CREDIT | PRE-REQUISITE |
|----|-------------|------------------------|--------|---------------|
| 1  | CEL1231     | INTERMEDIATE ENGLISH 1 | 3      |               |
| 2  | CEL1232     | INTERMEDIATE ENGLISH 2 | 3      | CEL 1231      |
| 3  | CEL2233     | ADVANCED ENGLISH 1     | 3      | CEL 1232      |
| 4  | CEL2234     | ADVANCED ENGLISH 2     | 3      | CEL 2233      |
| 5  | CEL3231     | BUSINESS COMMUNICATION | 3      | CEL 2234      |

TOTAL CREDITS FOR COLLEGE COMPULSORY COURSES = 15

CORE COURSES

| NO | COURSE CODE | COURSE NAME                           | CREDIT | PRE-REQUISITE       |
|----|-------------|---------------------------------------|--------|---------------------|
| 1  | DOM1231     | OFFICE SYSTEM AND ADMINISTRATION      | 3      |                     |
| 2  | DOM1232     | INFORMATION SKILLS                    | 3      |                     |
| 3  | DOM1234     | KEYBOARDING 1                         | 3      |                     |
| 4  | DOM2231     | NOTE TAKING SKILLS                    | 3      |                     |
| 5  | DOM2238     | KEYBOARDING 2                         | 3      | DOM1234             |
| 6  | DOM2233     | RECORDS MANAGEMENT AND DOCUMENTATION  | 3      |                     |
| 7  | DOM2234     | PRINCIPLES OF ACCOUNTING              | 3      |                     |
| 8  | DOM2235     | INTERPERSONAL COMMUNICATION           | 3      |                     |
| 9  | DOM2236     | PUBLIC SPEAKING                       | 3      |                     |
| 10 | DOM2237     | EVENT PLANNING                        | 3      |                     |
| 11 | DOM3231     | INTRODUCTION TO PUBLIC RELATIONS      | 3      | DOM2235             |
| 12 | DOM3232     | LAW AND PROCEDURE OF MEETING          | 3      | LAW3235             |
| 13 | QBA1232     | BUSINESS MATHEMATICS                  | 3      |                     |
| 14 | BUS1231     | INTRODUCTION TO BUSINESS              | 3      |                     |
| 15 | BUS1234     | PRINCIPLES AND PRACTICE OF MANAGEMENT | 3      |                     |
| 16 | BUS2236     | ORGANIZATIONAL BEHAVIOUR              | 3      | BUS1234             |
| 17 | LAW3235     | BUSINESS LAW                          | 3      |                     |
| 18 | DCT1231     | COMPUTER APPLICATION                  | 3      |                     |
| 19 | MAS3231     | INTRODUCTION TO MANDARIN LANGUAGE     | 3      |                     |
| 20 | PTD3231     | PRACTICAL TRAINING                    | 3      | COMPLETE 87 CREDITS |
| 21 | SOS2231     | ETHICS IN DAILY LIFE                  | 3      |                     |

TOTAL CREDITS FOR CORE COURSES = 63

ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE

| NO | COURSE CODE | COURSE NAME                                   | CREDIT | PRE-REQUISITE |
|----|-------------|---|--------|---------------|
| 1  | IRK2231     | CONCEPTS OF ISLAMIC BELIEF                    | 3      |               |
| 2  | IRK2235     | BIOGRAPHY OF PROPHET MUHAMMAD S.A.W           | 3      |               |
| 3  | ARB1231 OR  | INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS | 3      |               |
|    | ARB1232     | INTRODUCTION TO ARABIC LANGUAGE               |        |               |
| 4  | DBE2234     | HUMAN RESOURCE MANAGEMENT                     | 3      | BUS1234       |
| 5  | DEC3237     | INTRODUCTION TO IT                            | 3      |               |

TOTAL CREDITS FOR ELECTIVE COURSE = 3

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92

\*Students with credit Bahasa Melayu in SPM must complete 3 credits from MPU2233 Presentation Skills or MPU2253 Process Writing

## STUDY PLAN FOR DIPLOMA IN OFFICE MANAGEMENT

FOR COHORT 181xxx AND ABOVE

|                 | YEAR 1   |  |  | YEAR 2   |  |   | YEAR 3  |                               | Total Credits: |  |  |  |  |
|-----------------|--|--|--|--|--|---|---|-------------------------------|----------------|--|--|--|--|
|                 | Semester 1   | Semester 2   | Semester 3   | Semester 1   | Semester 2                             | Semester 3  | Semester 1  | Semester 2                    |                |  |  |  |  |
| List of Courses | INTERMEDIATE ENGLISH 1<br>CEL1231                              | INTERMEDIATE ENGLISH 2<br>CEL1232  | ADVANCED ENGLISH 1<br>CEL2233                      | ADVANCED ENGLISH 2<br>CEL2234  | BUSINESS COMMUNICATION<br>CEL3231      | EVENT PLANNING<br>DOM2237                                   | INTRODUCTION TO PUBLIC RELATION DOM3231 (pre-requisite DOM2235) | PRACTICAL TRAINING<br>PTD3231 |                |  |  |  |  |
|                 | MALAYSIAN STUDIES MPU2163 / BAHASA MELAYU KOMUNIKASI 1 MPU2133 | BAHASA KEBANGSAAN A / MPU2213/ PRESENTATION SKILLS MPU2233 / PROCESS WRITING MPU2253 | POLITICAL SCIENCE MPU 2323/HUMAN RELATIONS MPU2343 | NOTE TAKING SKILLS<br>DOM2231  | PRINCIPLES OF ACCOUNTING<br>DOM2234    | ORGANIZATIONAL BEHAVIOUR<br>BUS2236 (pre-requisite BUS1234) | LAW AND PROCEDURE OF MEETING<br>DOM3232 (pre-requisite LAW3235) |                               |                |  |  |  |  |
|                 | BUSINESS MATHEMATICS<br>QBA1232                                | OFFICE SYSTEM AND ADMINISTRATION<br>DOM1231  |  | KEYBOARDING II<br>DOM2238 (pre-requisite DOM1234)  | INTERPERSONAL COMMUNICATION<br>DOM2235 | BUSINESS LAW<br>LAW3235                                     | INTRODUCTION TO MANDARIN LANGUAGE<br>MAS3231                    |                               |                |  |  |  |  |
|                 | INTRODUCTION TO BUSINESS<br>BUS1231                            | INFORMATION SKILLS<br>DOM1232  |  | RECORDS MANAGEMENT AND DOCUMENTATION<br>DOM2233  | PUBLIC SPEAKING<br>DOM2236             |   | ELECTIVE  |                               |                |  |  |  |  |
|                 | PRINCIPLES & PRACTICES OF MANAGEMENT<br>BUS1234                | KEYBOARDING I<br>DOM1234   |  | COMPUTER APPLICATION<br>DCT1231  | ETHICS IN DAILY LIFE<br>SOS2231        |   | IBADAH CAMP MPU2412 / INTERCULTURAL PROGRAM MPU2422             |                               |                |  |  |  |  |
|                 |  | USRAH: AM I A GOOD MUSLIM (MUSLIM) USR2001 OR CURRENT ISSUES (NON MUSLIM) USR2005    |  | USRAH: PROFESSIONAL MUSLIM TO BE OR NOT TO BE (MUSLIM) USR2001 OR CULTURAL PERSEPCTIVE VIEW (NON MUSLIM) USR2006 | USRAH: VIRTUE VS VICIES<br>USR2003     |   | USRAH: JUNIOR APPRENTICE<br>USR2004                             |                               |                |  |  |  |  |
| Credits/<br>Sem | 15   | 15   | 6  | 15   | 15                                     | 9   | 14  | 3                             | 92             |  |  |  |  |

updated as at 26/3/18