



LIST OF COURSES FOR DIPLOMA IN OFFICE MANAGEMENT AND SECRETARYSHIP (DMS) for matric no starting 133XXX and below

MQA COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	OFFERED BY	GRADE
1	MQA2233 OR	BAHASA KEBANGSAAN A (FOR MALAYSIAN)	3	CEL	
	MQA2232	BAHASA KEBANGSAAN B (FOR INTERNATIONAL)			
2	MQA1231	MALAYSIAN STUDIES	3	SOSS	
3	MQA1232 OR	ISLAMIC STUDIES (FOR MUSLIM)	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	OFFERED BY	GRADE
1	CEL1231	INTERMEDIATE ENGLISH 1	3	CEL	
2	CEL1232	INTERMEDIATE ENGLISH 2	3	CEL	
3	CEL2233	ADVANCED ENGLISH 1	3	CEL	
4	CEL2234	ADVANCED ENGLISH 2	3	CEL	
5	CEL3231	BUSINESS COMMUNICATION	3	CEL	
6	ICD3221	BADAH CAMP (FOR MUSLIM)	2	SOSS	
	ICD3222	INTERCULTURAL PROGRAM (FOR NON-MUSLIM)			
TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 17					

CORE COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	OFFERED BY	GRADE
1	DOM1231	OFFICE SYSTEM AND ADMINISTRATION	3	SOM	
2	DOM1232	INFORMATION SKILLS	3	SOM	
3	DOM1233	KEYBOARDING	3	SOM	
4	DOM2231	NOTE TAKING SKILLS	3	SOM	
5	DOM2232	OFFICE WRITTEN AND DOCUMENTATION	3	SOM	
6	DOM2233	RECORDS MANAGEMENT AND DOCUMENTATION	3	SOM	
7	DOM2234	PRINCIPLES OF ACCOUNTING	3	SOM	
8	DOM2235	INTERPERSONAL COMMUNICATION	3	SOM	
9	DOM2236	PUBLIC SPEAKING	3	SOM	
10	DOM2237	INTERMEDIATE ENGLISH 1	3	SOM	
<i>*Note: Please be informed that student with Matric No. 112 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.</i>					
11	DOM3231	INTRODUCTION TO PUBLIC RELATION	3	SOM	
12	DOM3232	LAW AND PROCEDURE OF MEETING	3	SOM	
13	QBA1232	BUSINESS MATHEMATICS	3	SOM	
14	BUS1231	INTRODUCTION TO BUSINESS	3	SOM	
15	BUS1234	PRINCIPLES AND PRACTICE OF MANAGEMENT	3	SOM	
16	BUS2236	ORGANIZATIONAL BEHAVIOUR	3	SOM	
17	LAW3235	BUSINESS LAW	3	SOM	
18	DCT1231	COMPUTER APPLICATION	3	SICT	
19	MAS3231	INTRODUCTION TO MANDARIN LANGUAGE	3	CEL	
20	PTD3231	PRACTICAL TRAINING	3	SOM	
21	SOS2231	ETHICS IN DAILY LIFE	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	OFFERED BY	GRADE
1	IRK2231	CONCEPTS OF ISLAMIC BELIEF	3	SOSS	
2	IRK2235	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	SOSS	
3	ARB1231 OR	INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS	3	CEL	
	ARB1232	INTRODUCTION TO ARABIC LANGUAGE			
4	DBE2234	HUMAN RESOURCE MANAGEMENT	3	SOM	
5	DEC3237	INTRODUCTION TO IT	3	SICT	
TOTAL CREDIT HOURS FOR ELECTIVE COURSE = 3					

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92

Academic Affairs Division
 Verified by:

Name: _____