



APPLICATION FOR GRADUATION

PART A: PERSONAL INFORMATION

NAME :

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MATRIC NO. :

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MyKAD/
PASSPORT NO. :

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MAILING
ADDRESS :

CITY:

 POSTCODE:

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STATE:

 COUNTRY:

CONTACT NO. :

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CONTACT NO.
(ALTERNATIVE) :

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EMAIL
ADDRESS :

PART B: OTHERS

FINAL SEMESTER :

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 SEMESTER I

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 SEMESTER II

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 SEMESTER III

Tick v whichever applicable

ACADEMIC YEAR:

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WILL YOU ATTEND THE CONVOCA-
TION CEREMONY? *Tick v whichever applicable*

SONGKOK SIZE:

(Male student only)

YES NO

NOTE:

- The above information (i.e. Name, Programme and MyKAD/Passport No.) will appear on academic scroll as it will be updated in the College Management System (CMS).
- It is the student's responsibility to update their personal information to Academic Affairs Division to avoid any disruption throughout the convocation process.
- The college will not be held responsible if the above information is not updated.

APPLICANT SIGNATURE : _____
DATE : _____

Received by	:
Signature	:
Date	:



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

MQA COMPULSORY COURSES

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

TOTAL CREDIT HOURS FOR MQA COMPULSORY COURSES = 11

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	

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 15

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	EVENT PLANNING	3	SOM	
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