



APPLICATION FOR GRADUATION

PART A: PERSONAL INFORMATION

NAME :

MATRIC NO. :

MyKAD/
PASSPORT NO. :

MAILING
ADDRESS :

CITY: POSTCODE:

STATE: COUNTRY:

CONTACT NO. :

CONTACT NO.
(ALTERNATIVE) :

EMAIL
ADDRESS :

PART B: OTHERS

FINAL SEMESTER : SEMESTER I
 SEMESTER II
 SEMESTER III

Tick ✓ whichever applicable

ACADEMIC YEAR:

WILL YOU ATTEND THE CONVOCATION
CEREMONY? *Tick ✓ whichever applicable*

SONGKOK SIZE:
(Male student only)

YES

NO

NOTE:

1. 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).
2. It is the student's responsibility to update their personal information to Academic Affairs Division to avoid any disruption throughout the convocation process.
3. 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 (DMS)
FOR MATRIC NO 141XXX AND ABOVE

MQA COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	GRADE
1	MPU2163 OR	MALAYSIAN STUDIES (FOR LOCAL STUDENTS)	3	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	3	CEL	
	*MPU2233 OR	PRESENTATION SKILLS				
	*MPU2253	PROCESS WRITING				
3	MPU2323 OR	POLITICAL SCIENCE	3	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	CONTACT HOURS	OFFERED BY	GRADE
1	CEL1231	INTERMEDIATE ENGLISH 1	3	3	CEL	
2	CEL1232	INTERMEDIATE ENGLISH 2	3	3	CEL	
3	CEL2233	ADVANCED ENGLISH 1	3	3	CEL	
4	CEL2234	ADVANCED ENGLISH 2	3	3	CEL	
5	CEL3231	BUSINESS COMMUNICATION	3	3	CEL	

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 15

CORE COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	GRADE
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	
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	
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	
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	
21	SOS2231	ETHICS IN DAILY LIFE	3	3	SOSS	

TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 63



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

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

Academic Affairs Division

Verified by

Name: _____