



**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	IBADAH 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	EVENT ORGANISING	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