

**FAKULTI PENGURUSAN MAKLUMAT  
PELAN PENGAJIAN PROGRAM ePJJ**

<b>PELAN ID</b>	<b>7209 - IM246 - SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN) PENGURUSAN REKOD</b>
<b>SEM. MULA</b>	<b>20202 - Session 2 2019/2020</b>
<b>SEM. TAMAT</b>	<b>20224 - Session 1 2022/2023</b>

BIL	KOD KURSUS	KETERANGAN KURSUS	UNIT KREDIT	BHG	JENIS	PEP. AKHIR	PRA - SYARAT	PC*
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SEMESTER (1) SATU								
1	CTU552	PHILOSOPHY AND CURRENT ISSUES - 780469	2.00	1	B	N	-	-
2	IMC401	FOUNDATION OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - 780436	3.00	1	B	Y	-	Y
3	IMC402	FOUNDATION OF INFORMATION MANAGEMENT - 780437	3.00	1	B	Y	-	Y
4	IMC406	LIBRARY SKILLS - 780438	3.00	1	B	N	-	Y
<b>JUMLAH JAM KREDIT</b>			<b>11.00</b>					

SEMESTER (2) DUA								
5	HBU111	NATIONAL KESATRIA I - 780433	1.00	2	P	N	-	Y
6	IMC407	MANAGEMENT OF INTERNET INFORMATION SOURCES AND SERVICES - 780439	3.00	2	B	Y	-	Y
7	IMC451	ORGANIZATION OF INFORMATION - 780440	3.00	2	B	Y	-	Y
8	IMR451	MANAGEMENT OF RECORDS IN ORGANIZATIONS - 780443	3.00	2	B	Y	-	Y
9	MGT400	INTRODUCTION TO MANAGEMENT - 780465	3.00	2	B	Y	-	Y
<b>JUMLAH JAM KREDIT</b>			<b>13.00</b>					

SEMESTER (3) TIGA								
10	HBU121	NATIONAL KESATRIA II - 780434	1.00	3	P	N	HBU111	Y
11	IMR454	MANAGEMENT OF RECORDS REPOSITORY - 780444	3.00	3	B	Y	-	Y
12	IMR455	ADMINISTRATION OF ARCHIVES - 780445	3.00	3	B	Y	-	Y
13	IMR504	CLASSIFICATION AND FILING SYSTEM - 780446	3.00	3	B	Y	-	-
14	IMR505	PLANNING AND DESIGN OF RECORDS AND ARCHIVAL REPOSITORIES - 780447	3.00	3	B	N	-	-
<b>JUMLAH JAM KREDIT</b>			<b>13.00</b>					



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<b>SEMESTER (4) EMPAT</b>								
15	CTU554	VALUES AND CIVILIZATION II - 780470	2.00	4	B	N	-	-
16	ELC501	ENGLISH FOR CRITICAL ACADEMIC READING - 780429	2.00	4	P	N	-	-
17	IMR552	PRESERVATION OF ARCHIVAL MATERIALS - 780448	3.00	4	B	N	-	-
18	IMS455	SUPPORT SERVICE AND MAINTENANCE FOR INFORMATION SYSTEMS - 780457	3.00	4	P	N	-	-
<b>JUMLAH JAM KREDIT</b>			<b>10.00</b>					

<b>SEMESTER (5) LIMA</b>								
19	EWC661	ENGLISH FOR REPORT WRITING - 780431	2.00	5	P	N	ELC501	-
20	IMR555	DEVELOPMENT OF ELECTRONIC RECORDS SYSTEMS - 780449	3.00	5	B	N	-	-
21	IMS456	BASIC WEB DESIGN AND CONTENT MANAGEMENT - 780458	3.00	5	P	N	-	-
22	IMS457	MULTIMEDIA FOR INFORMATION PROFESSIONALS - 780459	3.00	5	P	N	-	-
<b>JUMLAH JAM KREDIT</b>			<b>11.00</b>					

<b>SEMESTER (6) ENAM</b>								
23	ENT530	PRINCIPLES OF ENTREPRENEURSHIP - 780430	3.00	6	B	N	-	-
24	EWC663	ENGLISH FOR MEETINGS AND DISCUSSIONS - 780432	2.00	6	P	N	EWC661	-
25	IMR556	APPRAISAL AND DISPOSAL OF RECORDS - 780450	3.00	6	B	Y	-	-
26	IMR604	ORAL DOCUMENTATION - 780451	3.00	6	B	N	-	-
<b>JUMLAH JAM KREDIT</b>			<b>11.00</b>					

<b>SEMESTER (7) TUJUH</b>								
27	IMR605	ARCHIVAL ARRANGEMENT AND DESCRIPTION - 780452	3.00	7	B	Y	-	-
28	IMR606	DIGITIZATION OF RECORDS AND ARCHIVES - 780453	3.00	7	B	N	-	-



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29	IMS552	INFORMATION SYSTEMS MANAGEMENT - 780461	3.00	7	P	Y	-	-
30	TAC401	INTRODUCTORY ARABIC (LEVEL I) - 780466	2.00	7	P	N	-	Y
<b>JUMLAH JAM KREDIT</b>			<b>11.00</b>					

<b>SEMESTER (8) LAPAN</b>								
31	IMR652	MANAGEMENT OF BUSINESS RECORDS - 780454	3.00	8	P	N	-	-
32	IMR664	ELECTRONIC RECORD KEEPING - 780455	3.00	8	B	N	-	-
33	IMS506	DATABASE APPLICATION FOR INFORMATION MANAGEMENT - 780460	3.00	8	P	Y	-	-
34	TAC451	INTRODUCTORY ARABIC (LEVEL II) - 780467	2.00	8	P	N	TAC401	Y
<b>JUMLAH JAM KREDIT</b>			<b>.00</b>					

<b>SEMESTER (9) SEMBILAN</b>								
35	IMR665	MANAGEMENT OF AUDIO VISUAL RECORDS & ARCHIVES - 780456	3.00	9	B	N	-	-
36	IMS555	DECISION THEORY - 780462	3.00	9	P	N	-	-
37	IMS556	INFORMATION SYSTEMS INTERACTION & CONSULTATION - 780463	3.00	9	P	N	-	-
38	TAC501	INTRODUCTORY ARABIC (LEVEL III) - 780468	2.00	9	P	N	TAC451	-
<b>JUMLAH JAM KREDIT</b>			<b>11.00</b>					

<b>SEMESTER (10) SEPULUH</b>								
39	HBU131	NATIONAL KESATRIA III - 780435	1.00	10	P	N	HBU121	Y
40	IMC651	EVALUATION OF INFORMATION SERVICES - 780441	3.00	10	B	N	-	-
41	IMC690	INDUSTRIAL TRAINING - 780442	12.00	10	B	N	-	-
42	IMS657	LEGAL AND ETHICAL ASPECTS OF INFORMATION SYSTEMS - 780464	3.00	10	P	N	-	-
<b>JUMLAH JAM KREDIT</b>			<b>19.00</b>					

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**PENUNJUK:**

- B – KURSUS UTAMA
- P – KURSUS BUKAN UTAMA
- Y – ADA PEPERIKSAAN AKHIR
- N – TIADA PEPERIKSAAN AKHIR

**\*Kursus yang bertanda "Y" sahaja boleh diberikan Pengecualian Kredit (PC).**

**Tertakluk kepada syarat-syarat Fakulti.**

**JUMLAH KESELURUHAN JAM KREDIT = 121.00 JAM KREDIT**

*Tarikh kemaskini: 03 Disember 2020*