

**FAKULTI PENGURUSAN MAKLUMAT
PELAN PENGAJIAN PROGRAM ePJJ**

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

BIL	KOD KURSUS	KETERANGAN KURSUS	UNIT KREDIT	BHG	JENIS
------------	-------------------	--------------------------	--------------------	------------	--------------

SEMESTER (1) SATU

1	CTU552	PHILOSOPHY AND CURRENT ISSUES - 780469	2.00	1	B - Kursus Utama
2	IMC401	FOUNDATION OF INFORMATION AND COMMUNICATIONS TECHNOLOGY - 780436	3.00	1	B - Kursus Utama
3	IMC402	FOUNDATION OF INFORMATION MANAGEMENT - 780437	3.00	1	B - Kursus Utama
4	IMC406	LIBRARY SKILLS - 780438	3.00	1	B - Kursus Utama
JUMLAH JAM KREDIT			11.00		

SEMESTER (2) DUA

5	HBU111	NATIONAL KESATRIA I - 780433	1.00	2	P - Kursus Bukan Utama
6	IMC407	MANAGEMENT OF INTERNET INFORMATION SOURCES AND SERVICES - 780439	3.00	2	B - Kursus Utama
7	IMC451	ORGANIZATION OF INFORMATION - 780440	3.00	2	B - Kursus Utama
8	IMR451	MANAGEMENT OF RECORDS IN ORGANIZATIONS - 780443	3.00	2	B - Kursus Utama
9	MGT400	INTRODUCTION TO MANAGEMENT - 780465	3.00	2	B - Kursus Utama
JUMLAH JAM KREDIT			13.00		

SEMESTER (3) TIGA

10	HBU121	NATIONAL KESATRIA II - 780434	1.00	3	P - Kursus Bukan Utama
11	IMR454	MANAGEMENT OF RECORDS REPOSITORY - 780444	3.00	3	B - Kursus Utama
12	IMR455	ADMINISTRATION OF ARCHIVES - 780445	3.00	3	B - Kursus Utama
13	IMR504	CLASSIFICATION AND FILING SYSTEM - 780446	3.00	3	B - Kursus Utama
14	IMR505	PLANNING AND DESIGN OF RECORDS AND ARCHIVAL REPOSITORIES - 780447	3.00	3	B - Kursus Utama
JUMLAH JAM KREDIT			13.00		

FAKULTI PENGURUSAN MAKLUMAT
PELAN PENGAJIAN PROGRAM ePJJ

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

BIL	KOD KURSUS	KETERANGAN KURSUS	UNIT KREDIT	BHG	JENIS
-----	------------	-------------------	-------------	-----	-------

SEMESTER (4) EMPAT

15	CTU554	VALUES AND CIVILIZATION II - 780470	2.00	4	B - Kursus Utama
16	ELC501	ENGLISH FOR CRITICAL ACADEMIC READING - 780429	2.00	4	P - Kursus Bukan Utama
17	IMR552	PRESERVATION OF ARCHIVAL MATERIALS - 780448	3.00	4	B - Kursus Utama
18	IMS455	SUPPORT SERVICE AND MAINTENANCE FOR INFORMATION SYSTEMS - 780457	3.00	4	P - Kursus Bukan Utama
JUMLAH JAM KREDIT			10.00		

SEMESTER (5) LIMA

19	EWC661	ENGLISH FOR REPORT WRITING - 780431	2.00	5	P - Kursus Bukan Utama
20	IMR555	DEVELOPMENT OF ELECTRONIC RECORDS SYSTEMS - 780449	3.00	5	B - Kursus Utama
21	IMS456	BASIC WEB DESIGN AND CONTENT MANAGEMENT - 780458	3.00	5	P - Kursus Bukan Utama
22	IMS457	MULTIMEDIA FOR INFORMATION PROFESSIONALS - 780459	3.00	5	P - Kursus Bukan Utama
JUMLAH JAM KREDIT			11.00		

SEMESTER (6) ENAM

23	ENT530	PRINCIPLES OF ENTREPRENEURSHIP - 780430	3.00	6	B - Kursus Utama
24	EWC663	ENGLISH FOR MEETINGS AND DISCUSSIONS - 780432	2.00	6	P - Kursus Bukan Utama
25	IMR556	APPRAISAL AND DISPOSAL OF RECORDS - 780450	3.00	6	B - Kursus Utama
26	IMR604	ORAL DOCUMENTATION - 780451	3.00	6	B - Kursus Utama
JUMLAH JAM KREDIT			11.00		

SEMESTER (7) TUJUH

27	IMR605	ARCHIVAL ARRANGEMENT AND DESCRIPTION - 780452	3.00	7	B - Kursus Utama
28	IMR606	DIGITIZATION OF RECORDS AND ARCHIVES - 780453	3.00	7	B - Kursus Utama
29	IMS552	INFORMATION SYSTEMS MANAGEMENT - 780461	3.00	7	P - Kursus Bukan Utama
30	TAC401	INTRODUCTORY ARABIC (LEVEL I) - 780466	2.00	7	P - Kursus Bukan Utama
JUMLAH JAM KREDIT			11.00		

**FAKULTI PENGURUSAN MAKLUMAT
PELAN PENGAJIAN PROGRAM ePJJ**

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

BIL	KOD KURSUS	KETERANGAN KURSUS	UNIT KREDIT	BHG	JENIS
------------	-------------------	--------------------------	--------------------	------------	--------------

SEMESTER (8) LAPAN

31	IMR652	MANAGEMENT OF BUSINESS RECORDS - 780454	3.00	8	P - Kursus Bukan Utama
32	IMR664	ELECTRONIC RECORD KEEPING - 780455	3.00	8	B - Kursus Utama
33	IMS506	DATABASE APPLICATION FOR INFORMATION MANAGEMENT - 780460	3.00	8	P - Kursus Bukan Utama
34	TAC451	INTRODUCTORY ARABIC (LEVEL II) - 780467	2.00	8	P - Kursus Bukan Utama
JUMLAH JAM KREDIT			11.00		

SEMESTER (9) SEMBILAN

35	IMR665	MANAGEMENT OF AUDIO VISUAL RECORDS & ARCHIVES - 780456	3.00	9	B - Kursus Utama
36	IMS555	DECISION THEORY - 780462	3.00	9	P - Kursus Bukan Utama
37	IMS556	INFORMATION SYSTEMS INTERACTION & CONSULTATION - 780463	3.00	9	P - Kursus Bukan Utama
38	TAC501	INTRODUCTORY ARABIC (LEVEL III) - 780468	2.00	9	P - Kursus Bukan Utama
JUMLAH JAM KREDIT			8.00		

SEMESTER (10) SEPULUH

39	HBU131	NATIONAL KESATRIA III - 780435	1.00	10	P - Kursus Bukan Utama
40	IMC651	EVALUATION OF INFORMATION SERVICES - 780441	3.00	10	B - Kursus Utama
41	IMC690	INDUSTRIAL TRAINING - 780442	12.00	10	B - Kursus Utama
42	IMS657	LEGAL AND ETHICAL ASPECTS OF INFORMATION SYSTEMS - 780464	3.00	10	P - Kursus Bukan Utama
JUMLAH JAM KREDIT			19.00		

JUMLAH KESELURUHAN JAM KREDIT = 121.00 JAM KREDIT