

BORANG PELAN PENGAJIAN

FAKULTI	PENGURUSAN PERNIAGAAN
PROGRAM	DIPLOMA PENGURUSAN DAN TEKNOLOGI PEJABAT
MOD PENGAJIAN	FLP - 4 TAHUN (8 SEMESTER) Mulai JUN 2016

Bahagian	Kod Kursus	Nama Kursus (SILA GUNA HURUF BESAR)	Unit Kredit	Final Exam	Pra-Syarat
1	ELC121	INTEGRATED LANGUAGE SKILLS I	3	Tiada	Tiada
2	CTU101	FUNDAMENTALS OF ISLAM / IDA102-MAN AND RELIGION (NON-MUSLIM)	2	Tiada	Tiada
3	OBM100	PERSONALITY DEVELOPMENT	3	Tiada	Tiada
4	OBM121	DOCUMENT PROCESSING I	4	Tiada	Tiada
Jumlah			12		
5	ELC151	INTEGRATED LANGUAGE SKILLS II	3	Tiada	ELC121
6	CTU151	ISLAMIC THOUGHT AND CIVILIZATION / IDA152-ISLAM AND CIVILIZATION (NON-MUSLIM)	2	Tiada	Tiada
7	MAT111	MATHEMATICS WITH BUSINESS APPLICATIONS	3		Tiada
8	OBM172	DOCUMENT PROCESSING II	4	Tiada	OBM121
Jumlah			12		
9	TAC101	FOUNDATION ARABIC (LEVEL I) / MANDARIN I (TMC101)	2	Tiada	Tiada
10	CTU263	ISLAM AND MANAGEMENT / IDA202-ISLAMIC SOCIETY AND STATE (NON-MUSLIM)	2	Tiada	Tiada
11	BBM110	MALAY LANGUAGE FOR OFFICE MANAGEMENT	3		Tiada
12	OBM131	OFFICE ADMINISTRATION I	3		Tiada
Jumlah			10		
13	TAC151	FOUNDATION ARABIC (LEVEL II) / MANDARIN II (TMC151)	2	Tiada	TAC101
14	ELC231	INTEGRATED LANGUAGE SKILLS III	3	Tiada	ELC151
15	OBM155	INTERPERSONAL COMMUNICATIONS FOR OFFICE PROFESSIONALS	3		Tiada
16	OBM182	OFFICE ADMINISTRATION II	3		OBM131
Jumlah			11		
17	ECO120	PRINCIPLES OF ECONOMICS	3		Tiada
18	COM165	PUBLIC SPEAKING	3	Tiada	Tiada
19	OBM200	EXECUTIVE NOTE-TAKING	3	Tiada	OBM172
20	OBM247	RECORDS MANAGEMENT FOR OFFICE PROFESSIONALS	3		Tiada
Jumlah			12		
21	ELC270	ENGLISH FOR WORKPLACE COMMUNICATIONS	3	Tiada	Tiada
22	ENT300	FUNDAMENTALS OF ENTREPRENEURSHIP	3	Tiada	Tiada
23	CSC134	COMPUTER AND INFORMATION PROCESSING	3		Tiada
24	OBM255	OFFICE SOFTWARE APPLICATIONS	3	Tiada	Tiada
Jumlah			12		
25	OBM260	BEHAVIOR IN ORGANIZATIONS	3		Tiada
26	ACC106	INTRODUCTION TO FINANCIAL ACCOUNTING	3		Tiada
27	OBM301	INFORMATION AND RESEARCH SKILLS	3	Tiada	Tiada
28	OBM310	ORGANIZING EVENTS	3	Tiada	Tiada
Jumlah			12		
29	OBM320	OFFICE SIMULATION	3	Tiada	Tiada
30	OBM340	PRINCIPLES OF CORPORATE COMPLIANCE	3		Tiada
31	OBM345	ADMINISTRATIVE OFFICE MANAGEMENT	3		OBM182
Jumlah			9		Tiada
JUMLAH SEBENAR			90		
DIKECUALIKAN	HBU111	NATIONAL KESATRIA I	1		
	HBU121	NATIONAL KESATRIA II	1		
	HBU131	NATIONAL KESATRIA III	1		
JUMLAH ASAL			93		