

BORANG PELAN PENGAJIAN

FAKULTI	PENGURUSAN PERNIAGAAN
PROGRAM	DIPLOMA PENGURUSAN TEKNOLOGI PEJABAT
MOD PENGAJIAN	FLP - 4 TAHUN (8 SEMESTER) Mulai Mac 2022

Bahagian	Kod Kursus	Nama Kursus (SILA GUNA HURUF BESAR)	Unit Kredit
1	CTU101	FUNDAMENTALS OF ISLAM / IDA102-MAN AND RELIGION (NON-MUSLIM)	2
2	ELC121	INTEGRATED LANGUAGE SKILLS I	3
3	OBM100	PERSONALITY DEVELOPMENT	3
4	OBM102	INTRODUCTION TO DOCUMENT PROCESSING	4
Jumlah			12
5	CTU152	VALUES AND CIVILIZATION / IDA152-ISLAM AND CIVILIZATION (NON-MUSLIM)	2
6	ELC151	INTEGRATED LANGUAGE SKILLS II	3
7	MAT111	MATHEMATICS WITH BUSINESS APPLICATIONS	3
8	OBM202	DOCUMENT PROCESSING COMPETENCIES	4
Jumlah			12
9	BBM110	MALAY LANGUAGE FOR OFFICE MANAGEMENT	3
10	CTU263	ISLAM AND MANAGEMENT / IDA202-ISLAMIC SOCIETY AND STATE (NON-MUSLIM)	2
11	TAC101	FOUNDATION ARABIC (LEVEL I) / MANDARIN I (TMC101)	2
12	OBM250	OFFICE ADMINISTRATION	3
Jumlah			10
13	ELC231	INTEGRATED LANGUAGE SKILLS III	3
14	TAC151	FOUNDATION ARABIC (LEVEL II) / MANDARIN II (TMC151)	2
15	MGT153	INTRODUCTION TO BUSINESS	3
16	OBM210	COMMUNICATIONS FOR OFFICE PROFESSIONALS	3
Jumlah			11
17	ECO120	PRINCIPLES OF ECONOMICS	4
18	COM165	PUBLIC SPEAKING	3
19	OBM200	EXECUTIVE NOTE-TAKING	3
20	OBM247	RECORDS MANAGEMENT FOR OFFICE PROFESSIONALS	3
Jumlah			13
21	CSC134	COMPUTER AND INFORMATION PROCESSING	3
22	ENT300	FUNDAMENTALS OF ENTREPRENEURSHIP	3
23	MGT340	HUMAN RESOURCE MANAGEMENT	3
24	OBM255	OFFICE SOFTWARE APPLICATIONS	3
Jumlah			12
25	OBM260	BEHAVIOR IN ORGANIZATIONS	3
26	ACC117	INTRODUCTION TO FINANCIAL ACCOUNTING	3
27	OBM101	INFORMATION SKILLS FOR ACADEMIC PURPOSES	3
28	OBM310	ORGANIZING EVENTS	3
Jumlah			12
29	OBM330	OFFICE PROFESSIONAL PRACTICES	3
30	OBM340	PRINCIPLES OF CORPORATE COMPLIANCE	3
31	OBM350	ORGANIZATIONAL MANAGEMENT AND PRACTICES	3
Jumlah			9
JUMLAH SEBENAR			91
MIKECUALIKA	HBU111	NATIONAL KESATRIA I	1
	HBU121	NATIONAL KESATRIA II	1
	HBU131	NATIONAL KESATRIA III	1
JUMLAH ASAL			94