

DIPLOMA PENGURUSAN PENTADBIRAN

PENAWARAN KURSUS UNTUK SEMESTER: 1/19/34 APRIL 2019

INTAKE APRIL 2019 / 11934=30 students (JUMLAH JANGKAAN)	
PMD 1313	Principles of Management =30
MPU 2163	Pengajian Malaysia 2 =30
PPD 1243	Personal Development =30
ZEU 1113	Proficiency English 1 =30
PFD 1123	Business Mathematics =30
PPD 1123	Office Procedures 1 =30

INTAKE SEPT 2018 / 31834=30 students	
PAD 1123	Principles of Accounting
PPD 1223	Office Procedures II
PED 1223	Business Economics
ZEU 1223	Proficiency English II
MPU 2	MPU2

INTAKE JUNE 2018 / 21834=105 students	
POD 1213	Office Document Production
PPD 1223	Office Procedures II
ZEU 1223	Proficiency English II
PAD 1123	Principles of Accounting
MPU 2	MPU2
PED 1223	Business Economics

INTAKE JAN 2018 / 11834= 8 students	
POD 3543	Event Management
POD 1233	Principles of Customer Service
PLD 2113	Business Law
PFD 2233	Islamic Finance
PBD 2113	Fund to HRM
PPD 1223	Office Procedures II

INTAKE SEPT 2017 / 41734= 17 students	
MPU4	MPU 4
PPD 2423	Records Management
POD 1233	Principles of Customer Service
PFD 2233	Islamic Finance
PLD 3123	Company Law

INTAKE JULY 2017 / 31734= 79 students	
PMD 2353	Production Operation Management
POD 3543	Event Management
PBD 2113	Fund. To HRM
PPD 2223	English for Administrative

INTAKE JAN 2017 / 11734= 6 students	
MPU 4	MPU4=6
PLD 3123	Company Law

INTAKE OCTOBER 2016 / 51634= 8 students	
PTD 3217	Latihan Industri =8

****PILIHAN UNTUK MPU 2**

MPU2213 - Bahasa Kebangsaan A - Tidak kredit BM
 MPU2223 - Kemahiran Kepimpinan - For non/muslim student
 MPU2233 - Asas-asas Al-Quran - For muslim student

*****PILIHAN UNTUK MPU 3**

MPU2313 - Tasawwur Islam
 MPU2323 - Agama-agama di Malaysia

*****PILIHAN UNTUK MPU 4**

MPU2422 Pengaturcaraan Majlis
 MPU2412 Sport
 MPU2452 Community Service
 MPU2442 Martial Art
 MPU2432 Uniform Force

Prepared & Verified by:

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Date: 1 NOVEMBER 2018