

## Maklumat Terperinci Program yang Ditawarkan (Fakulti)

### 1. IM246 IJAZAH SARJANA MUDA PENGURUSAN MAKLUMAT (KEPUJIAN) PENGURUSAN REKOD

#### Pelan Pengajian

SEMESTER 3		
NO	COURSES	CREDIT UNIT
1.	CTU555 - MALAYSIAN HISTORY - P	2.0
2.	ELC500 - ENGLISH FOR ACADEMIC READING - P	2.0
3.	ENT530 - PRINCIPLES OF ENTREPRENEURSHIP - B	3.0
4.	IMR504 - CLASSIFICATION AND FILING SYSTEM - B	3.0
5.	IMR505 - PLANNING AND DESIGN OF RECORDS AND ARCHIVAL REPOSITORIES - B	3.0
6.	IMS455 - SUPPORT SERVICE AND MAINTENANCE FOR INFO. SYSTEMS - P	3.0
7.	IMS456 - BASIC WEB DESIGN AND CONTENT MANAGEMENT - P	3.0
8.	TMC401 - INTRODUCTORY MANDARIN (LEVEL I) - P	2.0
SEMESTER 4		
NO	COURSES	CREDIT UNIT
1.	ELC590 - ENGLISH FOR ORAL PRESENTATIONS - P	2.0
2.	IMR552 - PRESERVATION OF ARCHIVAL MATERIALS - B	3.0
3.	IMR555 - DEVELOPMENT OF ELECTRONIC RECORDS SYSTEMS - B	3.0
4.	IMR556 - APPRAISAL AND DISPOSAL OF RECORDS - B	3.0
5.	IMS457 - MULTIMEDIA FOR INFORMATION PROFESSIONALS - P	3.0
6.	IMS506 - DATABASE APPLICATION FOR INFORMATION MANAGEMENT - P	3.0

7.	TMC451 - INTRODUCTORY MANDARIN (LEVEL II) - P	2.0
<b>SEMESTER 5</b>		
<b>NO</b>	<b>COURSES</b>	<b>CREDIT UNIT</b>
1.	ELC650 - ENGLISH FOR PROFESSIONAL INTERACTION - P	2.0
2.	IMR604 - ORAL DOCUMENTATION - B	3.0
3.	IMR605 - ARCHIVAL ARRANGEMENT AND DESCRIPTION - B	3.0
4.	IMR606 - DIGITIZATION OF RECORDS AND ARCHIVES - B	3.0
5.	IMS552 - INFORMATION SYSTEMS MANAGEMENT - P	3.0
6.	IMS555 - DECISION THEORY - P	3.0
7.	TMC501 - INTRODUCTORY MANDARIN (LEVEL III) - P	2.0
<b>SEMESTER 6</b>		
<b>NO</b>	<b>COURSES</b>	<b>CREDIT UNIT</b>
1.	EET699 - ENGLISH EXIT TEST - B	0.0
2.	IMC651 - EVALUATION OF INFORMATION SERVICES - B	3.0
3.	IMR655 - MANAGEMENT OF MEDICAL RECORDS - P	3.0
4.	IMR664 - ELECTRONIC RECORD KEEPING - B	3.0
5.	IMR665 - MANAGEMENT OF AUDIO VISUAL RECORDS & ARCHIVES - B	3.0
6.	IMS556 - INFORMATION SYSTEMS INTERACTION & CONSULTATION - P	3.0
7.	IMS657 - LEGAL AND ETHICAL ASPECTS OF INFORMATION SYSTEMS - P	3.0
<b>SEMESTER 7</b>		

NO	COURSES	CREDIT UNIT
1.	IMC690 - INDUSTRIAL TRAINING - B	12.00