



DIPLOMA IN OFFICE ADMINISTRATION

MQA/FA8619 ; (N/346/4/0050)

ABOUT THE PROGRAMME

This programme provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organization. Students have the opportunity to acquire exceptionally advanced practical skills in office procedures, electronic office equipment, and the technical knowledge of computer and office skills typical for those used in the business world.

To prepare professional, efficient and systematic office administration graduates towards the national's economic growth and as to fulfill private and government sectors needs in administration aspect.

ENTRY REQUIREMENT

Sijil Pelajaran Malaysia (SPM)

Passed at least with 3 (Three) Credits including Mathematics and English

Min. with grade "Maqbul"

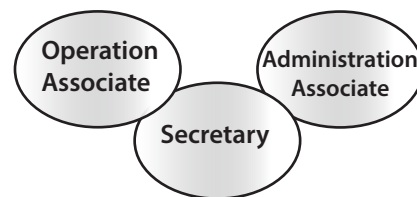
Sijil Tinggi Agama Malaysia (STAM)

Sijil Kemahiran Malaysia (SKM)

Passed at least Level 3 and pass SPM with a min. 1 credit

**Other qualifications deemed equivalent by the Government of Malaysia*

CAREER PROSPECT



DURATION OF STUDIES

**30 Months
(7 Semester)**

CAMPUS

New Campus Cyberjaya

MODE OF STUDY

Full Time

PROGRAMME STRUCTURE

Semester 1

- Bahasa Kebangsaan (A) or Introduction to Comparative Religion
- Malaysian Studies 2
- English Grammar
- Work Place Communication
- Document Processing Skills 1
- Business Mathematics

Semester 2

- Professional Development or Thinking Skills
- Principles of Book Keeping
- English Writing Skills
- Interpersonal Communication
- Document Processing Skills 2
- Administrative Services 1

Semester 3

- Principles of Business Management
- Computing Applications

Semester 4

- Work Culture
- Office Management 1
- Speed Writing and Note Taking Skills 1
- Business Organisation and Behaviour
- Records Management
- Managing Online Information Skills

Semester 5

- Advance Database and Spreadsheet Skills
- Administrative Services 2
- Speed Writing and Note Taking Skills 2
- English Phonetics and Phonology
- Malaysia Company Law
- Principles of Economics

Semester 6

- Community Services
- Office Management 2

Semester 7

- Practical Training

**Subject to any terms and condition stated from UNIKOP College*