

DIPLOMA IN OFFICE ADMINISTRATION

(MQA/FA8619) (KPT/R/346/4/0050)

Diploma in Office Administration provides an opportunity for students 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.

This course should be the one for the student as it sheds coverage on the necessities and techniques required within any office environment. From a humble company to a high-powered one, this program will add a zing of professional supervision in established businesses.

What skills will you develop?

- You will acquire the latest knowledge in the office administration.
- You will develop relationships with your classmates, professors, and mentors.
- Communication.
- Research skills.
- Problem-solving skills.
- You will master your technical skills.
- Manage employees and office environment.
- You will master data management record keeping

Career Opportunities

- ✓ Executive Secretaries
- ✓ Personal Assistant
- ✓ Special Officer
- ✓ Executive Officer

Entry Requirements

Pass SPM/O-Level or its equivalent, with a minimum of Grade C in 3 subjects

Course Schedule

Interview (if required)

1 YEAR
- 3 Semesters
(3 SEMESTERS)

2 YEAR
- 3 Semesters

3 YEAR
- 1 Semester

NEW INTAKE : FEBRUARY - JUNE - OCTOBER

PROGRAM STRUCTURE

1 SEMESTER

- Philosophy and Current Issue **OR** Appreciation of Ethics and Civilization
- English Grammar
- Work Place Communication
- Document Processing Skills 1
- Business Mathematics
- Principles of Business Management

2 SEMESTER

- Introduction to Comparative Religion **OR** Entrepreneurship Skills
- Principle of Book keeping
- English Writing Skills
- Interpersonal Communication
- Document Processing Skills 2
- Administrative Services 1

3 SEMESTER

- Computing Application
- Professional Development **OR** Thinking Skills
- Community Services

4 SEMESTER

- Personality Development for Office Professionals
- Office Management 1
- Speed Writing and Note Taking Skills1
- Business Organization and Behavior
- Managing Online Information Skills

5 SEMESTER

- Advanced Database and Spreadsheet Skills
- Malaysia Company Law
- Speed Writing and Note Taking Skills 2
- English Phonetics and Phonology
- Records Management
- Principles of Economics

6 SEMESTER

- Administrative Service 2
- Office Management 2

7 SEMESTER

- Internship



UNIKOP College is owned by The Royal Malaysian Police Cooperation and was established in 1996 and its new Head Quarters located at Multimedia Super Corridor Park in Cyberjaya, Selangor Darul Ehsan. During its 22 years of existence, UNIKOP College has produced over 15,000 qualified, knowledgeable, professional and proactive graduates in various levels and fields.



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