



DIPLOMA OFFICE MANAGEMENT

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

INTRODUCTION

This program focuses on office administration in organizations with an emphasis on office procedures, office management, and communication between colleagues. The subjects studied in this course are diverse and can benefit students. Students will be exposed to knowledge and skills such as document processing, correspondence preparation and work ethics. In addition, students are not only taught theoretically, but students will also be exposed to the real world of work through the Industrial Training program.

ENTRY REQUIREMENTS

1. Pass the Malaysian Certificate of Education (SPM) with 3 credits in any subject; OR
2. Pass the Malaysian Skills Certificate (SKM) Level 3 in the relevant field; OR
3. Pass the Malaysian Higher School Certificate (STPM) with a minimum grade of C (GPA2.00) in any subject; OR
4. Pass the Malaysian Higher Certificate of Religion (STAM) with a minimum grade of Maqbul (Pass); OR
5. Any qualification equivalent to a certificate (Level 3, Malaysian Qualification Framework).

COURSE SCHEDULE

YEAR 1	YEAR 2	YEAR 3
3 SEMESTERS	3 SEMESTERS	1 SEMESTERS

CAREER PATHWAY

- Executive Secretary
- Personal assistant
- Special officer
- Executive officer



SEMESTER 1

- Philosophy and Current Issues OR
- Appreciation of Ethics and Civilization
- English Grammar
- Workplace Communication
- Document Processing 1
- Business mathematics
- Principles of Business Management

SEMESTERS 2

- National Language (A) OR
- Introduction to Comparative Religion OR
- Entrepreneurial Skills
- Principles of accounting
- English Writing Skills
- Interpersonal Communication
- Document Processing Skills 2
- Administrative Services 1

SEMESTERS 3

- Professional Development OR
- Thinking skills
- Integrity And Anti-corruption
- Computing Applications

SEMESTERS 4

- Personality Development for Office Administrator
- Office Management 1
- Speed Writing Skills and Record Notes 1
- Organization and Behavior Business
- Managing Information Skills Online

SEMESTERS 5

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

SEMESTERS 6

- Administrative Services 2
- Office Management 2

SEMESTERS 7

- Practical training

IMBASAN
KOD QR
UNTUK BERHUBUNG
DENGAN PEGAWAI
JABATAN KEMASUKAN
PELAJAR

