

Diploma in Administrative Management

(N821-001-3:2020/FB-025-4:2012)



OVERVIEW

This diploma course is designed to produce graduates with the knowledge and skills that fit in with the requirements of administrative management. Offers to enhance employability in various of industry. The curriculum nurtures hands-on graduates who are capable in the administrative area towards issues in management.

PATHWAY

Employment - Local

Diploma in Administrative Management

ENTRY REQUIREMENTS

SPM
(Pass in Bahasa Melayu
or English)



DETAILS

Duration of Studies

- 2 1/2 Years + 3 months OJT

Total Number of Credit Hours

- 3000 Hours

Mode of Studies

- Full Time

Assessment

- Practical : 70%
- Theory : 30%

Program Delivery

- Lectures - Workshop - Lab Sessions - Lectures - Practical - Group Discussion

Career Opportunities

- Personal Assistant
- Secretary
- Administrative Executive/ Assistant
- HR Executive / Assistant
- Training Executive / Assistant
- Operations Officer
- Office Administrator
- Management Trainee

Subject

Level 3

Front Office Reception
Office Finance Handling
Office Requirement Handling
Office Inventory Handling
Office Logistic Handling
Office Documentation Preparation
Staff Administration Supervision

Level 4

Administrative Staff Management
Office Asset Facilities & Management
Office Inventory Management
Office Vendor Administration
Office Policies Administration
Administrative Staff Performance Appraisal
Office Special Project Administration
Human Resource General Administration