

Diploma in Office Administration

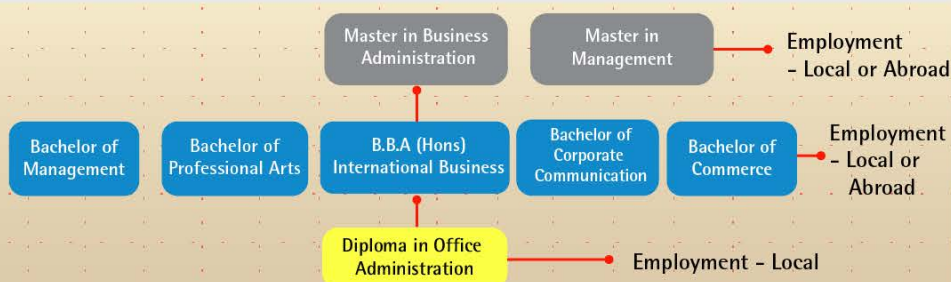
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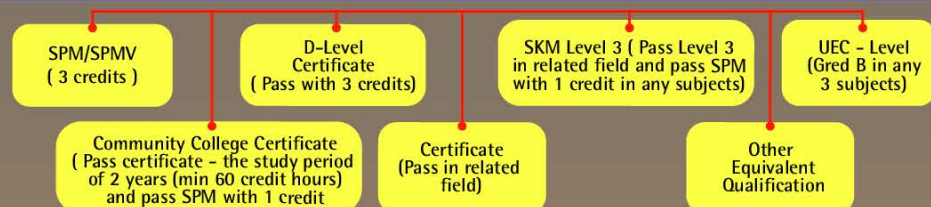
OVERVIEW

This programme is designed to train and equip students with substantial office administration knowledge and skills by encouraging creative and critical thinking in the learning environment. This programme meets the needs of industry in related field such as business, information technology, communication, human resource, accounting and also soft skills.

PATHWAY



ENTRY REQUIREMENTS



* Contents are subject to change

College MCS

DETAILS

Duration of Studies

- 2 1/2 Years + Industrial Training

Total Number of Credit Hours

- 93 Hours

Mode of Studies

- Full Time / Part Time

Assessment

- Coursework : 60%
- Final Exam : 40%

Program Delivery

- Face to Face Learning - Self Learning Time
- Online Distance Learning

Career Opportunities

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

Subject

Semester 1

Office Administration 1
Keyboarding Skills
Business English
Pengajian Malaysia 2
Falsafah & Isu Semasa
Bahasa Kebangsaan
Entrepreneur Skills & Development 1

Semester 2

Business Principles
Superwrite
Office Administration 2
Business Communication
Computer Application

Semester 3

Personality Development
Internet & E-business
Computer Principle

Semester 4

Book Keeping & Accounts
Organizational Behaviour 1
Project Management
Business Calculation
Web Design & Publishing
Pengajian Islam / Pendidikan Moral

Semester 5

Administrative Office Management
Human Resource Management
Business Law
Occupational English
Computerized Accounting
Record Management System

Semester 6

Public Speaking
Public Relations
Interpersonal Communication

Semester 7

Industrial Training