

DIPLOMA IN OFFICE ADMINISTRATION

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

PROGRAMME DESCRIPTION

This programme provides a solid foundation for individuals who wish to advance in administrative roles in various organisational settings. Students learn how to handle clerical duties, manage schedules, organise files and facilitate effective communication in an office setting. The practical components of the course may include hands-on experience with industry-standard software such as Microsoft Office and other administrative tools. By completing this diploma, graduates are equipped with critical skills to support operational efficiency and contribute to the smooth functioning of businesses across different sectors.

CAREER PROSPECTS

- Executive Secretary
- Customer Service Executive
- Administrative Executive
- Personal Assistant

DURATION OF STUDIES:

2.5 Years (7 Semesters)

COMPULSORY SUBJECTS FOR MALAYSIAN STUDENTS

- Philosophy & Current Issue
- Appreciation of Ethics & Civilization
- Bahasa Kebangsaan (A)
- Introduction to Comparative Religion
- Entrepreneurship Skills
- Professional Development
- Thinking Skills
- Integrity & Anti-corruption

*Students need to complete four modules from the above.

COMPULSORY SUBJECTS FOR INTERNATIONAL STUDENTS

- Bahasa Melayu Komunikasi
- Professional Development
- Thinking Skills
- Integrity & Anti-corruption

*Students need to complete three modules from the above.

AWARDING BODY



WHAT SKILLS WILL YOU DEVELOP?

- Graduates will be able to develop proficiency in office software and database management.
- Graduates will be able to acquire communication and interpersonal skills necessary for effective office administration.
- Graduates will gain a comprehensive understanding of office procedures and protocols.

PROGRAMME STRUCTURE

SEMESTER 1

- English Grammar
- Workplace Communication
- Document Processing 1
- Business Mathematics
- Principles of Business Management

SEMESTER 2

- Principles of Accounting
- English Writing Skills
- Interpersonal Communication
- Document Processing Skills 2
- Administrative Services 1

SEMESTER 3

- Computing Applications

SEMESTER 4

- Personality Development for Office Administrator
- Office Management 1
- Speed Writing and Note Taking Skills 1
- Business Organisation and Behaviour
- Managing Online Information Skills

SEMESTER 5

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

SEMESTER 6

- Administrative Service 2
- Office Management 2

SEMESTER 7

- Internship