



Diploma in

E-SECRETARYSHIP

(R2/346/4/0015)(06/2022)(A8270)

ABOUT OUR E-SECRETARYSHIP PROGRAMME

Students will be given exposure on the whole spectrum of secretarial tasks and office administration. Students are equipped with the technical skills as secretary, human skills in managing the resources especially interpersonal skill, communication skills, office administration, as well as information technology skills and competencies. Enrichment in the area of business and presentation skills is extended to the students as to enable them to be competent in the world of business and technology.

PROGRAMME AIM:



Diploma in E-Secretaryship provides students with a thorough grounding in secretarial and administrative concepts and practices, prepare students with the skills and knowledge to solve administrative issues and develop students' critical and analytical powers in relation to office administration specifically secretarial tasks.

ENTRY REQUIREMENT:

- Pass in Sijil Pelajaran Malaysia (SPM) with at least credit in three (3) subjects; OR
- Pass in Unified Examination Certificate (UEC) with at least Grade B in 3 subjects; OR
- Pass in O-Level with at least Grade C in 3 subjects; OR
- Pass in Sijil Kemahiran Malaysia (SKM) Level 3 in related field and a pass in SPM with at least credit in one (1) subject ; OR
- Pass in Sijil Kolej Komuniti (Level 3, MQF) in related field and a pass in SPM with at least credit in one (1) subject ; OR
- Pass in Certificate (Level 3, MQF) in related field with minimum CGPA 2.00 ; OR
- Pass in Sijil Tinggi Persekolahan Malaysia (STPM) OR at least Grade C (NGMP of 2.00) in one (1) subject; OR
- Pass in Sijil Tinggi Agama Malaysia (STAM) with a Grade of Maqbul; OR
- Any other equivalent qualifications recognized by the Malaysian Government AND
- For international students, it is compulsory to obtain a minimum score of 5.0 for IELTS or its equivalent

PROGRAMME MODULES

Semester 1	Semester 2	Semester 3	Semester 4
<ul style="list-style-type: none"> ■ Pengajian Malaysia 2 (M) / Bahasa Melayu Komunikasi 2 (NM) ■ Reading, Vocabulary & Grammar ■ Critical and Creative Thinking ■ Business Mathematics ■ Introduction to Entrepreneurship 	<ul style="list-style-type: none"> ■ Principles of Moral And Ethic/ Bahasa Kebangsaan A ■ Professional Outlook & Etiquette ■ Keyboarding ■ Fundamentals of Information Technology ■ Basic Academic Reading And Writing 	<ul style="list-style-type: none"> ■ Family Institution ■ Drama and Role-Play in English ■ Principles of Management ■ Document Processing 1 ■ Principles of Marketing 	<ul style="list-style-type: none"> ■ Social & Human Skills Project ■ Document Processing 2 ■ Human Resource Management ■ Business Statistics
Semester 5	Semester 6	Semester 7	Semester 8
<ul style="list-style-type: none"> ■ Document Processing 3 ■ Web Essentials ■ Administrative Office Management ■ Professional Office Procedures 	<ul style="list-style-type: none"> ■ Note-Taking Superwrite 1 ■ Introduction To Business Law ■ Computerised Accounting System 	<ul style="list-style-type: none"> ■ Note-Taking Superwrite 2 ■ Public Relations ■ Records Management 	<ul style="list-style-type: none"> ■ Practicum



CAREER PROSPECTS

Upon completion of this programme, a graduate can work Office Administrator, Secretary and etc.

CONTACT OUR PROGRAM ADVISOR:

