

DIPLOMA OFFICE MANAGEMENT



Duration : 2.5 – 3 years

Requirements : Pass SPM with at least 3 credits in any subjects.

MQA Code : MQA A10246 | **MoE License** : R2/345/4/0658

Program Information

On a day to day basis, going through the whole rigmarole of administrating activities and events is a state of normalcy for organizations. In establishments, there is a co-ordinating team which handles matters such as these; an assemblage of well-planning, clerically-literate individuals in office management.

For those who are planning to go after these skills in mastering the art of office management, this course should be the one for the student as it sheds coverage on the necessities and techniques required within any office environment

From the humble company to a high-powered one, the Diploma in Office Management will add a zing of professional supervision in established businesses.



Career Opportunities

- Customer Service Executive
- Accounting Technician
- It Application Operator
- Personal Assistant
- Administrative Assistant
- Receptionist
- Office Administrator
- Event Administrator
- Assistant Operations Manager

Core Courses

- Document Processing
- Software Application
- Human Resource Management
- Computer Application Basics
- Business Communication
- Personal Development I
- Personal Development II
- Advertising & Communication
- Office Secretarial Procedures
- Office Management
- Fundamental of Business Mathematics
- Business Organisation
- Record Management
- Business Law
- Critical & Creative Thinking
- Organizational Behaviour
- Public Relation