

# DIPLOMA IN OFFICE MANAGEMENT

(R2/345/4/0658A)(12/24)(A10246)



UNIVERSITY COLLEGE of  
AVIATION MALAYSIA



**Duration** : 2.5 – 3 years

**Requirements** : • Pass SPM with 3 credits in any subject;  
or  
• Any equivalent qualifications.

## 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.



## Career Opportunities

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

