

Diploma in Office Management

(R2/346/4/0048) (A11543) 06/2026

This programme provide learners with an academic foundation and specialised training for an administrative career. It is designed for those who need to upgrade their academic qualifications to tertiary level studies and for formalised functional skills in administrative and office management.

BENEFITS

- ▶ Understanding the role of budgets in office management.
- ▶ Acquire basic negotiation and influencing skills and how best to apply them.
- ▶ Understand how to get the desired outcome through effective win/win communication skills.
- ▶ Acquire skills to manage difficult situations and stress in a calm and effective manner

CAREER PROSPECTS

- Office Administrator
- Events Administrator
- Assistant Operations Manager
- Personal Assistant, Office
- Supervisor Office Manager

ENTRY REQUIREMENTS

SPM: Minimum 3 credits equivalent qualification OR
 STPM: Minimum C GPA of 2.0 equivalent qualification OR
 STAM: Minimum Maqbul grade OR
 SKM: Level 3 & Minimum 1 credits OR CERTIFICATE: Pass in certificate (Level 3, MQF)

For International Students
 IELTS: Minimum 5.0

Duration of study
 3 years

Credit Hours
 91

SUBJECTS OFFERED

YEAR 1

- Professional Communication
- Academic English 1
- Fundamentals of Accounting
- Computer Software Applications
- Office Administration I
- Principles of management
- Principles of Finance
- Basic Entrepreneurship/
Bahasa Kebangsaan A*
- Academic English 2
- Business Mathematics
- Introduction to Business
- Document Processing I

YEAR 2

- Pengajian Malaysia 2/
Bahasa Melayu Komunikasi 1**
- Academic English 3
- Document Processing II
- Commercial Law
- Co Curriculum
- Organizational Behaviour
- Oral In Business Communication
- Operation Management
- Executive Note Taking
- Office Administration II
- Human Resource Management
- Professional Personality Development

YEAR 3

- Office Simulation
- Record Management
- Bahasa Melayu Pengurusan Pentadbiran
- Administration of Office Management
- Industrial Training