

Pengurusan Pejabat

PENGENALAN


Kursus Pentadbiran Pejabat merupakan kursus yang memberi tumpuan kepada pengurusan perniagaan dan penerapan IT di pejabat. Kompetensi teras termasuk komunikasi masuk dan keluar, pentadbiran pemfailan, penyediaan mesyuarat, pemasangan , aplikasi dan penyelenggaraan perisian. Dengan adanya kompetensi ini, pelatih dapat mengendalikan dan menganjurkan aktiviti pengurusan perniagaan.





Maklumat Program

Kod Program:
FB-024-2:2012

Nama Program:
Pengurusan Pejabat
(Office Administration)


 Tempoh Latihan:
6 Bulan

Tahap 2



 Syarat Kemasukan:
Lulus SPM
 Yuran Kursus: RM3000

Kod Program:
FB-024-3:2012

Nama Program:
**Penyeliaan Pengurusan
Pejabat**
(Office Administration
Supervision)


 Tempoh Latihan:
12 Bulan

Tahap 3



 Syarat Kemasukan:
Lulus SKM Tahap 2
 Yuran Kursus: RM4500

Kod Program:
FB-081-4:2012

Nama Program:
**Pentadbiran Sistem
Maklumat**
(Information System
Administration)

 Tempoh Latihan:
15 Bulan (3 Bulan OJT)

Tahap 4

 Syarat Kemasukan:
Lulus SKM Tahap 3
 Yuran Kursus: RM7500

Potensi Kerjaya

Di antara kerjaya yang bakal diceburi oleh pemegang Sijil SKM/ DKM dalam bidang Pengurusan Pejabat ini adalah:

- Pembantu Tadbir di Sektor Awam & Swasta
- Penyelia Tadbir
- Penyelia Perkhidmatan Telekomunikasi
- Eksekutif Jualan/ Pemasaran/ Pendidikan



Kandungan Latihan



FB-024-2:2012 Pengurusan Pejabat – Tahap 2

Core Ability Tahap 1



Module 1: Basic Working
Communication

Module 2: Personal
Behaviour Skill

Module 3: Work Place Ethics
Awareness

Module 4: Safety Health and
Environment Awareness

Core Ability Tahap 2



Module 1:
Communication
Application

Module 2: Interpersonal
Behaviour

Module 3: Work Place
Culture Behaviour

Module 4: Health, Safety
and Environmental
Adaptation

Core Subject



CU1: Information
Communication

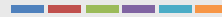
CU2: Outgoing
Communication

CU3: Filing Administration

CU4: Meeting Preparation
Activities

CU5: Basic Data Entry

Kandungan Latihan



FB-024-3:2012 Penyeliaan Pengurusan Pejabat

Core Ability Tahap 3

Module 1: Effective
Communication

Module 2: Information
Technology Awareness

Module 3: Leadership Skill

Module 4: Work Place Ethics

Module 5: Administrative
Skill

Module 6: Health, Safety &
Environmental
Implementation
Consciousness

Core Subject

CU1: Office Operation
Coordination

CU2: Meeting Arrangement

CU3: Procurement Administration

CU4: Staff Administration

CU5: Customer Liaison

CU6: Office Safety & Security
Administration

CU7: Event Management
Assistance

General Studies

Semester 1

English I

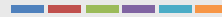
Mathematics

Semester 2

English II

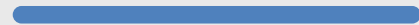
Introduction to Quality

Kandungan Latihan



FB-081-4:2012 Pentadbiran Sistem Maklumat – Tahap 4

Core Ability Tahap 4



Module 1: Organisational Behaviour

Module 2: Health, Safety &
Environment Monitoring

Module 3: Relationship
Management Capability

Module 4: Etiquette Practices

Module 5: Strategic Thinking Skill

Module 6: Effective Communication
Collaboration

Module 7: Change Management
Awareness

Core Subject



CU1: Security Administration

CU2: Maintenance Coordination

CU3: User Training

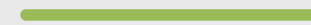
CU4: Inventory Control

CU5: Marketing

CU6: Project Coordination

Final Year Project

General Studies



Semester 1

Pendidikan Islam/ Moral

Introduction to
Programming