



**NEW ERA
INSTITUTE**
OF VOCATIONAL & CONTINUING EDUCATION
新纪元技职与推广教育学院
L02635



马来西亚技术(SKM)第三级证书 工业行政管理

Malaysia Skills Certificate (SKM) Level 3
INDUSTRIAL ADMINISTRATION
(FB-023-3: 2012)



» 1年课程
1 Year Course

» 教学媒介语以中文为主，英文为辅
Medium of Instruction: Chinese & Simple English

» 16岁以上即可报读, 无需入学资格
Entry Requirement: 16 Years Old & Above



认证 / RECOGNITION

课程获得马来西亚教育部学术资格鉴定机构 (MQA) 鉴定和承认。
Accredited and recognized by Malaysian Qualification Agency (MQA), Ministry of Higher Education of Malaysia.



评估标准 / ASSESSMENT

100%作业及实践练习, 本课程提供工业行政管理的理论30%与实践70%, 聚焦于工作场所的实际应用。鼓励团队合作, 让学生学会分组合作或单独工作以完成专题作业。

100% Assignment and Practical Exercises. The course offers both the theory (30%) and practice (70%) of International trade and logistics skills, with a focus on the practical application of these skills in the workplace. Teamwork is encouraged and students learn to work in groups to complete their projects.



考取资格 / QUALIFICATIONS

马来西亚技术第三级证书 Malaysia Skills Certificate (SKM) Level 3.



就业前景 / CAREER PATHWAYS

• 执行员、工业行政执行员、供应链业务执行员、货运管理执行员、商业行政人员、活动策划师、客户执行员、创业等等。

Executive, Industrial Admin Executive, Supply Chain Executive, Warehouse Management Specialist, Business Executive, Business Event Planner, CRM Executive, E-Commerce Entrepreneur, and etc.

• 学历得到提升, 并可继续升学, 专业受到认可, 可获得升职加薪的机会。

This certification helps students to get higher qualification and further studies, enable the students to obtain the opportunities for promotion and increment in salary.

• 雇主或自雇人士能够凭这个认证或文凭申请有关执照, 也能够提升自身的品牌, 让顾客对你的专业更有信心, 提升销售和营业额。

Employers or self-employed persons can apply for the relevant licenses with this certification, and can also enhance their branding, make customers more confidence in their profession as well as to increase sales and business performance.

• 考获马来西亚技术证书或文凭也可继续在本地任何国立或私立大学或学院升学。

After obtaining this certification, the students can further their study at any local public or private university or college.

• 拥有SKM/DKM证书者有机会成为政府认证的技术培训导师或审核官员。

The students have the opportunity to become a government-certified vocational training instructor or assessment officer.



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