



**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

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



» 1年课程  
1 Year Course

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

» 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 Malaysian 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，专业受认可，可获得升职加薪的机会。

This certification helps students to get higher qualification and enables the students to obtain the opportunities for promotion and increment in salary.

• 雇主或自雇人士可凭此认证或文凭申请相关执照，也可提升自身品牌，让顾客对您的专业更具信心，以提升销售和营业额。

The employers or self-employed individuals may apply for the relevant licenses with this certification to enhance their brand image and customers' confidence, subsequently to improve sales and business performance.

• 凭此认证或文凭，学生也可继续在本地任何国立或私立大学或学院升学。

With this certification, the students may further their studies 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 who possess this SKM/DKM certification may be appointed as government-certified vocational training instructors or assessment officers.



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认证鉴定单位 Accredited by :



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