



**NEW ERA
INSTITUTE**
OF VOCATIONAL & CONTINUING EDUCATION
新纪元技职与推广教育学院
LO2635
Owned by Dong Jao Zong Higher Learning Centre Bhd (232570A)



Office Administration 办公室行政管理

SKMOA

Malaysian Skills Certificate (SKM) Level 3 (N821-001-3:2020)

Office Administration 办公室行政管理

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17 Months Course (With Internship) 17个月课程 (包括实习)

▲ Certification 证书

Malaysian Skills Certificate (SKM) Level 3.
马来西亚技术证书(SKM)第三级。

▲ Accreditation & Recognition 认证与认可

Accredited by JPK, and recognised by the Malaysian Qualifications Agency (MQA).
获得马来西亚技能发展局(JPK)认证, 并受到马来西亚学术资格鉴定机构(MQA)认可。

▲ Entry Requirement 入学要求

Applicants must be at least 16 years old.
16岁或以上即可报读。

Able to read, write, and perform basic mathematics in Malay or English language.
能够使用马来语或英语阅读、书写及进行基本计算。

▲ Teaching Medium 教学媒介

Simple Malay and English language, with Chinese as a supporting language.
教学媒介语以马来文与英文为主, 中文为辅。

▲ Assessment 考核评估

Emphasise assignments and practical exercises.
注重作业及实践练习。

The course structure consists of 30% theory and 70% practical application.
30%理论与70%实践, 聚焦于工作场所的实际应用。

▲ Career Pathways & Professional Development 就业前景与专业进阶

Employment Prospects: Office Administrator, Office Assistant, Operations Support Coordinator, Administrative and Finance Assistant, Administrative Coordinator, Logistics and Administrative Coordinator, Administrative Services Officer, Procurement and Office Services Specialist
行政人员, 办公室助理, 行政助理, 行政与财务助理, 行政协调员, 物流协调员, 行政服务执行员, 采购与办公室服务专员。

Advancement: Education level improved, professional skills recognised.
学历得到提升, 专业受认可

Entrepreneurship: Suitable for employers and/or self-employed individuals to apply for relevant licences, enhance business credibility, strengthen personal branding, and build customer confidence, to increase sales and revenue.
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。

Vocational Training: Graduates may progress to become government-certified vocational training instructors or assessment officers.
毕业生有机会成为政府认证的技职培训导师或评估官员。

▲ Education Pathways 升学机会

With this certification, students may pursue further studies at local public or private universities or colleges.*
凭此认证或文凭, 学生也可继续在本地国立或私立大学或学院升学。*

* Terms and conditions apply. * 须符合相关条款与条件。

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