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| **PROGRAMME OVERVIEW (SYNOPSIS)** |
| **DIPLOMA IN SECRETARIAL SCIENCE** is designed to develop the student’s ability to handle letters, reports and business documents. This will equipped students with professional secretarial knowledge and acquire a good understanding of an organization structure in both private and public sectors. This will enable the students to become semi-professional individuals. Hence, this programme has numerous layers of complexity that can make it invaluable to those who enroll in this programme. Diploma in Secretarial Science coordinates an office’s administrative tasks and organizes, disseminate information. It covers various fields of knowledge and skills such as Keyboarding Skills, Shorthand, “*Trengkas*”, Note Taking, Records Management, Office Suite Software, Personality Development, Business Accounting, Human Resource Management and Organizational Behavior. Most of the knowledge and skills are acquired through real working experience. Secretarial Science programme equips students with the knowledge and abilities needed to assist in several administrative works in any organization or industry. |

**To:**

**Student’s supervisor**

**Herewith are list of the scope of work that our student expected from your organization. \*\*Please tick (√) if related.**

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| **Name** | | **:** |  | |
| **Matrix No.** | | **:** |  | |
| **NO** | **SCOPE OF WORK** | | | **\*\***  **(√)** |
| 1 | Office administration and report writing | | |  |
| 2 | Computer Literacy (Word Processing, Spreadsheet and Office Presentation) | | |  |
| 3 | Taking minutes of meeting | | |  |
| 4 | Customer service | | |  |
| 5 | Communication, interaction and presentation | | |  |
| 6 | Public relation | | |  |
| 7 | Other related works: | | |  |
| **NO** | **FUNDAMENTAL SKILLS NEEDED** | | | **\*\***  **(√)** |
| 1 | Communication Skills (Bahasa Malaysia and English) | | |  |
| 2 | Technical Report Writing | | |  |
| 3 | Office/Workshop Management | | |  |
| 4 | Teamwork | | |  |
| 5 | Industrial Safety and Environmental Awareness | | |  |
| 6 | Entrepreneurship | | |  |
| 7 | Develop Good Personality | | |  |
| 8 | Comply to professional code & ethics | | |  |

**Company’s Stamp**