

Programme Name / Nama Program	Vocational Skills Career Certificate In Office Administration
Consultant Name / Nama Konsultan	Riverbank Academy Sdn Bhd
Address/ Alamat	3-2, 3-3 & 5-3, Jalan Pusat Perniagaan 1, Pusat Perniagaan Sg Jelok, 43000 Kajang, Selangor
Duration / Tempoh Pengajian	15 Bulan
Fees/ Yuran Program	Rm8,500.00

CURRICULUM STRUCTURE

NO	MODULE/ COURSE
1	FRONT DESK MANAGEMENT
2	MARKETING AND CUSTOMER SERVICE
3	FILING ADMINISTRATION
4	COMMUNICATION
5	COMPUTER APPLICATIONS
6	MAINTENANCE MANAGEMENT
7	PURCHASING AND INVENTORY
8	HUMAN RESOURCE ADMINISTRATION
9	PRACTICAL ACCOUNTING
10	OFFICE DOCUMENT PREPARATIONS

Programme Coordinator:

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