

*30 YEARS OF FULFILLING
HOPE, DREAMS &
OPPORTUNITIES*

DIPLOMA IN

E-SECRETARYSHIP

FACULTY OF MANAGEMENT & BUSINESS TECHNOLOGY

Cosmopoint College's most popular programme – Diploma in E-Secretaryship – prepare students for future role as special officers, office assistants, personal assistant, and in office management. It aims to impart valuable technical and soft-skills training to develop well-rounded future professionals.

The programme also enables students to develop skills such as interpersonal communications, office management, team work and report writing.

“The Future Of Office Management”

PROGRAMME AIM

The programme aims to produce candidates capable of managing office, schedules, record-keeping, basic book-keeping, written and oral business communications, with key technical skills like keyboarding techniques.

CAREER PROSPECTS

Upon completion of this programme, graduates can work as secretaries, personal assistants, special officers, executive secretaries, administrative assistants and business executives.

MINIMUM ENTRY REQUIREMENTS

- ✓ A pass in SPM with at least credit in any 3 subjects, or any equivalent qualification; OR
- ✓ A pass in Sijil Tinggi Persekolahan Malaysia (STPM), with a minimum of Grade C (GP 2.0) in any subject, or any equivalent qualification; OR
- ✓ A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul; OR
- ✓ A pass in SKM Level 3 in a related field, and a pass in SPM with a minimum of 1 credit in any subject; OR
- ✓ Any qualifications equivalent to Certificate (Level 3, Malaysian Qualifications Framework, MQF)

* Entry requirement for each campus is subjected to MOHE's approval.

SUBJECTS OFFERED

- Keyboarding
- Note-Taking Superwrite 1
- Document Processing 1
- Professional Office Procedures 1
- Administrative Office Management
- Document Processing 3
- Records Management
- On the Job Training
- Note-Taking Superwrite 2
- Professional Outlook & Etiquette
- Document Processing 2
- Public Relations
- Business Mathematic
- Advance PC Competency
- Web Essentials
- Database Fundamentals
- Computerised Accounting System
- Business Negotiations
- Principle of Management
- Human Resource Management
- Introduction to Information Technology

CONTACT OUR PROGRAM ADVISOR:

Kedah

Cosmopoint College Sungai Petani (05253-0300)
Wisma Cosmopoint, No. 77 & 78, Jln. Mawar 1,
Taman Pekan Baru, 08000 Sungai Petani,
Kedah, Malaysia
Tel: 04-425 6061/63 Fax: 04-425 6062

Penang

Cosmopoint College Pulau Pinang (04253-0301)
Unit 72-1-46, Arena Curve, Jalan Mahsuri,
1900 Bayan Lepas, Pulau Pinang,
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Tel: 04-611 0658/206 Fax: 04-611 5340

Johor

Cosmopoint College Johor Bahru (05253-0304)
Suite 29.01, Level 29, City Square Office Tower
No. 106-108, Jalan Wong Ah Fook
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Tel: 07-276 7500 Fax: 07-276 7504

Pahang

Cosmopoint College Kuantan (05253-0303)
74/4, GF - 2nd Floor, Jalan Teluk Sisek,
25200 Kuantan,
Pahang, Malaysia
Tel: 09 516 2857/5972 Fax: 09-514 4873

Perak

Cosmopoint College Ipoh (05253-0204)
CICCT, No.15, Arena Niaga Pari 2,
Arena Niaga Pari, Off Jalan Silibin,
30020 Ipoh, Perak, Malaysia
Tel: 05-249 2626/21 Fax: 05-249 2625

Terengganu

Cosmopoint College K. Terengganu
(05253-1811)
Level 2&3, Kompleks MAKSAK,
Jalan Cerung Lanjut,
20300 Kuala Terengganu, Malaysia
Tel: 09-631 2223 Fax: 09-631 2225

N. Sembilan

Cosmopoint College Seremban (05253-0801)
GF-2nd Floor, No. 23 & 24A,
Jalan Tunku Hassan
70000 Seremban,
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Kelantan

Cosmopoint College Kota Bharu
(05253-0802)
No. 5-8, Vista Square,
Jalan Sri Cemerlang, 15350, Kota Bharu,
Kelantan, Malaysia
Tel: 09-743 7677 Fax: 09-743 9277

Melaka

Cosmopoint College Melaka (05253-0701)
No. 112, 114 & 116, Jalan Kubu,
75300 Melaka, Malaysia
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Sarawak

Cosmopoint College Kuching (05253-1803)
Lot 3127-30, Block 10,
Jalan Tun Ahmad Zaidi Aducci,
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Sabah

Cosmopoint College Kota Kinabalu
(05253-1804)
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