

Diploma in **E-SECRETARYSHIP**

The Diploma in E-Secretaryship is Cosmopoint College's most popular programme, preparing students for future roles as special officers, office assistants, personal assistants, and in-office personnel management. Its aim is to provide valuable technical and soft-skills training in order to develop well-rounded future professionals.

Students will be given exposure on the whole spectrum of secretarial tasks and office administration. Students are equipped with the technical skills as secretary, human skills in managing the resources especially interpersonal skill, communication skills, office administration, as well as information technology skills and competencies. Enrichment in the area of business and presentation skills is extended to the students as to enable them to be competent in the world of business and technology.



Why Choose Us?

- ✓ **ESTABLISHED INSTITUTION**
Cosmopoint College, founded in 1992, has produced over 50,000 graduates with high marketability.
- ✓ **PROGRAM ACKNOWLEDGED BY THE GOVERNMENT AND THE INDUSTRY**
Our programmes are relevant to the job market. Each programme has been approved by the Ministry of Higher Education.
- ✓ **GOVERNMENT-OWNED INSTITUTIONS**
Cosmopoint College has 10 campuses throughout Malaysia and is owned by Equity Nasional Berhad (EKUINAS), a government investment agency.
- ✓ **STRATEGIC CAMPUS LOCATION**
Every Cosmopoint College campus is close to public transportation and other amenities. Additionally, a strategic location creates opportunities for part-time jobs with thousands of nearby businesses.

- ✓ Entry Requirements
MINIMUM 3 SPM CREDITS
- ✓ **AFFORDABLE TUITION FEES***
Financial aid assistance
- ✓ **GERENTI KERJA (G.E.R.A.K)**
Employment within 6 months after graduation
- ✓ **LOW REGISTRATION FEES***

**Terms & Conditions Apply*

SCAN ME



"The Future Of Office Management"

version 2023

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:

- Secretary
- Personal Assistant
- Office Administrator
- Assistant Operations Manager
- Any Other Related Positions

ENTRY REQUIREMENTS:

- ✓ Possesses SPM with at least credit in THREE subjects; OR
- ✓ Possesses SKM Level 3 in the related field; OR
- ✓ A Certificate (Level 3, MQF) in a related field with at least CGPA of 2.00 and 1 credit in SPM.
- ✓ A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.0) in any subject; OR
- ✓ A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul; OR
- ✓ Other equivalent qualifications recognised by the Malaysian Government

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

For more information:

CONTACT OUR PROGRAM ADVISOR

PROGRAMME STRUCTURE

- Penghayatan Etika & Peradaban
- Reading, Vocabulary & Grammar 1
- PC Competency
- Contemporary Business
- Effective Communication Skills / Bahasa Kebangsaan A
- Reading Vocabulary & Grammar 2
- Family Institution/ The Percepts of Islam
- Critical & Creative Thinking
- Keyboarding
- Social and Human Skills Project
- Drama and Role-Play in English
- Business Mathematics
- Note - Taking Superwrite 1
- Advanced PC Competency
- Introduction to Information Technology
- Basic Academic Reading and Writing
- Database Fundamentals
- Professional Office Procedures 1
- Document Processing 1
- Essential Business Communication Skills
- Professional Outlook & Etiquette
- Principles of Management
- Note - Taking Superwrite 2
- Document Processing 2
- Administrative Office Management
- Web Essentials
- Public Relations
- Document Processing 3
- Computerised Accounting System
- Records Management
- Human Resource Management
- Business Negotiations
- On the Job Training

Programme are available at:

KEDAH (R2/346/4/0022)(10/24)(A5010)

Cosmopoint College Sungai Petani
DK253-03(K)
Wisma Cosmopoint, No. 77 & 78, Jln. Mawar 1, Taman Pekan Baru, 08000 Sungai Petani, Kedah, Malaysia
Tel: +604-425 6061/63

PAHANG (R2/346/4/0035)(12/26)(A5357)

Cosmopoint College Kuantan
DK253-05(C)
74/4, GF - 2nd Floor, Jalan Teluk Sisek, 25200 Kuantan Pahang, Malaysia
Tel: +609-516 2857/59/72

PENANG (R2/346/4/0037)(09/27)(MQA/FAI3012)

Cosmopoint College Penang
DK253-09(F)
Unit 72-1 - 46, Arena Curve, Jalan Mahsuri, 11900 Bayan Lepas, Pulau Pinang, Malaysia
Tel: +604-611 0658/206

TERENGGANU (R2/346/4/0447)(06/25)(A6235)

Cosmopoint College Kuala Terengganu
DK253-11(F)
Level 2 & 3, Kompleks MAKSAK, Jalan Cerung Lanjut, 20300 Kuala Terengganu, Malaysia
Tel: +609-631 2223

PERAK (R2/346/4/0020)(11/24)(A10781)

Cosmopoint College Ipoh
DK253-02(A)
No. 15, Arena Niaga Pari 2, Arena Niaga Pari, Off Jalan Silibin, 30020 Ipoh, Perak, Malaysia
Tel: +605-249 2626/21

KELANTAN (R2/346/4/0024)(12/24)(A1028)

Cosmopoint College Kota Bharu
DK253-08(O)
No. 5 - 8, Vista Square, Jalan Sri Cemerlang, 15350, Kota Bharu, Kelantan, Malaysia
Tel: +609-743 7677

MELAKA (R2/346/4/0033)(02/25)(A5684)

Cosmopoint College Melaka
DK253-07(M)
No. 112, 114 & 116, Jalan Kubu, 75300 Melaka, Malaysia
Tel: +606-286 0888

SARAWAK (R3/346/4/0001)(03/25)(A5710)

Cosmopoint College Kuching
DK253-10(O)
Lot 3127 - 30, Block 10, Jalan Tun Ahmad Zaidi Adruce, 93250 Kuching, Sarawak, Malaysia
Tel: +6082-240 340

JOHOR (R2/346/4/0023)(12/24)(A10782)

Cosmopoint College Johor Bahru
DK253-01(J)
Suite 29.01, Level 29, City Square Office Tower No. 106 - 108, Jalan Wong Ah Fook 80000 Johor Bahru, Malaysia
Tel: +607-276 7500

SABAH (R2/346/4/0034)(01/24)(A1102)

Cosmopoint College Kota Kinabalu
DK253-06(S)
Lot 102, 103, 104 & 105, Block P Alamesra, Plaza Utama, Sulaman-Coastal Highway, Kuala Menggatal, 88400 Kota Kinabalu Sabah, Malaysia
Tel: +6088-348 800