

# INFORMATION SYSTEM Administrative Assistant

IT-080-2

## Course Contents

### Module 1 – Filing & Indexing

- Initiate, revise, move & closure

### Module 2 – Electronic Folders

### Module 3 – Database Management

### Module 4 – Business Documents

### Module 5 – Organize Messages

- Handling phone calls, Facsimile & E-mails

### Module 6 – Mail Management

- Handling Postages

### Module 7 – Travel & Accommodation

- Business Appointments

### Module 8 – Meeting

- Create Minutes Of Meeting
- Draft Presentation Materials

### Module 9 – Information System

- Conduct Computer Peripherals Inventory
- Conduct Software Installation
- Perform Computer System Operations
- Conduct backup Activities

JANGKAMASA - 6 BULAN

# INFORMATION SYSTEM Administrative Supervisor

IT-080-3

## Course Contents

### Module 1 – File Management

- Monitoring
- Controlling
- Administration

### Module 2 – Electronic Documents

- Coordinate Electronic Folders
- File & Folder Security
- Data validation

### Module 3 – Data back-up

- Planning schedule
- Coordinating Schedule

### Module 4 – Manage Information System

- Electronic Templates
- Computer Network

### Module 5 – Meetings & Presentation

- Minutes of meetings
- Staff meetings

### Module 6 – Travel Management

- Preparing travel schedule

### Module 7 – Business Communication

- Verify correspondences
- Supervise appointments

### Module 8 – Inventory Management

- Requisition
- Procurement

### Module 9 – Human Resource Mgmt

- Staff training
- Workplace grievances
- Inter-sectional cooperation

JANGKAMASA - 12 BULAN

## Visi, Misi & Matalamat Kursus

### Tujuan/ Objektif Latihan & Hasil Pembelajaran.

#### Tujuan

Untuk Menyediakan tenaga kerja mahir yang kompeten dalam bidang Sistem Maklumat.

#### Objektif

Untuk menghasilkan tenaga kerja mahir yang berketerampilan dalam Sijil Kemahiran Malaysia (SKM) tahap 2 & 3 dalam bidang Sistem Maklumat.

#### Hasil Pembelajaran

Menghasilkan tenaga kerja yang kompeten dalam bidang sistem maklumat.

