

OXFORD BUSINESS COLLEGE COURSE OUTLINE

EXECUTIVE SECRETARYSHIP LEVEL 3

SUBJECT	CONTACT HOURS
HOSPITALITY ADMINISTRATION	180 HOURS
OFFICE DOCUMENTATION	420 HOURS
FILING ADMINISTRATION	120 HOURS
PETTY CASH ADMINISTRATION	120 HOURS
MEETING AND EVENT COORDINATION	180 HOURS
TRAVEL ARRANGEMENT	180 HOURS
LEGAL WORK ADMINISTRATION	100 HOURS
TOTAL HOURS	1300 HOURS

COMPUTER SYSTEM OPERATION LEVEL 3

SUBJECT	CONTACT HOURS
COMPUTER SYSTEM SET-UP	300 HOURS
COMPUTER SYSTEM MAINTENANCE	120 HOURS
COMPUTER SYSTEM REPAIR	180 HOURS
SERVER INSTALLATION	240 HOURS
SERVER MAINTENANCE	180 HOURS
COMPUTER NETWORK CONNECTIVITY SET-UP	120 HOURS
MOBILE DEVICE	60 HOURS
TOTAL HOURS	1200 HOURS

COMPUTER NETWORK SERVICES LEVEL 3

SUBJECT	CONTACT HOURS
COMPUTER SYSTEM SET-UP	300 HOURS
SERVER INSTALLATION	240 HOURS
NETWORK CABLE INSTALLATION	240 HOURS
COMPUTER NETWORK SET-UP	240 HOURS
COMPUTER NETWORK MAINTENANCE	120 HOURS
MOBILE DEVICE	60 HOURS
TOTAL HOURS	1200 HOURS

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CORE ABILITIES LEVEL 1

SUBJECT	CONTACT HOURS
ASAS KOMUNIKASI PEKERJAAN	10 HOURS
KEMAHIRAN TINGKAHLAKU PERSONEL	15 HOURS
KESEDARAN ETIKA DI TEMPAT KERJA	4 HOURS
KESEDARAN KESIHATAN, KESELAMATAN DAN ALAM SEKITAR	11 HOURS
TOTAL HOURS	40 HOURS

CORE ABILITIES LEVEL 2

SUBJECT	CONTACT HOURS
APLIKASI KOMUNIKASI	10 HOURS
TINGKAHLAKU INTERPERSONAL	11 HOURS
TINGKAHLAKU BUDAYA DI TEMPAT KERJA	9 HOURS
ADAPTASI KESIHATAN, KESELAMATAN DAN ALAM SEKITAR	10 HOURS
TOTAL HOURS	40 HOURS

CORE ABILITIES LEVEL 3

SUBJECT	CONTACT HOURS
KOMUNIKASI EFEKTIF	10 HOURS
KESEDARAN TEKNOLOGI MAKLUMAT	6 HOURS
KEMAHIRAN KEPIMPINAN	31 HOURS
ETIKA DI TEMPAT KERJA	9 HOURS
KEMAHIRAN PENTADBIRAN	12 HOURS
KEPEKAAN PELAKSANAAN KESIHATAN, KESELAMATAN DAN ALAM SEKITAR	12 HOURS
TOTAL HOURS	80 HOURS