

AUTOMOTIVE BUSINESS MANAGEMENT LEVEL 3



Synopsis

The Office Administration (Level 3) course equips participants with essential skills to efficiently manage office operations, including front office management, financial transactions, procurement, logistics, documentation handling, and staff supervision. Through a blend of theoretical learning and practical application, participants will develop professionalism, communication, and problem-solving skills, along with proficiency in digital office tools. The course emphasizes best practices in administration, ensuring compliance with organizational policies and industry standards. Learners will gain hands-on experience in managing office workflows, maintaining records, and supervising administrative staff, preparing them for roles in corporate offices, government agencies, educational institutions, and various business environments. Upon completion, participants will be well-prepared to excel in administrative roles and advance to higher managerial positions.



Course Objective

By course completion, participants will manage front office operations, handle finances, oversee procurement, coordinate logistics, maintain documentation, and supervise staff efficiently.



Audience

Ideal for aspiring administrators, office staff, and fresh graduates seeking career growth and certification.

Pre-requisite :

For Malaysians 16+ with basic skills and physical ability for detailing.

Duration :

15 Months

Course Delivery Mode :

lectures, workshops, case studies, hands-on training, and assessments for effective learning.

Course Modules

Module 4:

Module 1	Module 2	Module 4	Module 6	Module 7
FRONT OFFICE RECEPTION <ul style="list-style-type: none"> Greet Visitors Professionally. Handle Office Communication. Manage Office Items. Record Front Office Activities. 	OFFICE FINANCE HANDLING <ul style="list-style-type: none"> Managing Petty Cash Transactions Handling Bills Collection and Payment Vouchers Preparing Financial Reports and Maintaining Records 	OFFICE INVENTORY HANDLING <ul style="list-style-type: none"> Monitoring Stock Levels and Office Supplies. Managing Office Equipment Movement and Maintenance. Handling Expired or Recycled Office Items. 	OFFICE DOCUMENTATION PREPARATION <ul style="list-style-type: none"> Drafting and Formatting Business Correspondence. Filing and Organizing Office Documents Systematically. Managing Confidential Documents and Digital Records. 	STAFF ADMINISTRATION SUPERVISION <ul style="list-style-type: none"> Conducting In-House Staff Training. Monitoring and Evaluating Employee Performance. Managing Workplace Safety, Health, and Environmental Practices.
	Module 3	Module 5		
	OFFICE PROCUREMENT HANDLING <ul style="list-style-type: none"> Processing Purchase Requisitions Handling Procurement Documents and Supplier Contracts. Coordinating Licensing and Procurement Renewals 	OFFICE LOGISTIC HANDLING <ul style="list-style-type: none"> Organizing Staff Travel and Accommodation. Coordinating Dispatch Assignments and Office Supplies Delivery. Planning and Executing Office Events and Meetings. 		



Learning Outcome

Upon completion, participants will demonstrate professional front office skills, manage financial transactions, handle procurement and inventory, organize logistics and office supplies, maintain official documents, and apply supervision techniques to enhance office efficiency.



GET IN TOUCH



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