

BA118 / BA132 - Diploma in Office Management and Technology / Diploma in Office Technology Management

PEO1	Administrative office apprentices who apply knowledge and understanding of office management, technology and skills in providing service and administrative solutions to the organisation.
PEO2	Administrative office apprentices who alternately adopt the roles of a leader and a team member to communicate effectively in assisting to provide scientific solutions in office management and technology problems.
PEO 3	Administrative office apprentices who proactively acquire new knowledge and skills for career advancement and innovatively manage organisational resources and information.
PEO4	Administrative office apprentices who integrate values, attitudes, ethics and professionalism in carrying out responsibilities towards society and stakeholders

PLO 1	Apply fundamental knowledge of office management and technology to assist in providing solution to the organisational office procedures.
PLO 2	Provide solutions in office management and technology by employing the scientific approach
PLO 3	Perform administrative skills in completing various office tasks according to office procedures in an organisation.
PLO 4	Demonstrate interpersonal/social skills and responsibilities for the well-being of society.
PLO 5	Propose ideas both in written or oral forms using appropriate and diverse forms of communication.
PLO 6	Display skills related to information, media and technology to support lifelong learning skills within the working environment.
PLO 7	Interpret ideas and solutions using numerical data related to office working environment.
PLO 8	Work autonomously and display leadership skills in managing responsibilities within office working environment.
PLO 9	Display self-management skills in the office working environment.
PLO 10	Demonstrate good entrepreneurial skills and competency through business activities.
PLO 11	Demonstrate values, ethics and accountability in engaging with stakeholders and society.