



\* Starting from 2007, MQA's accreditation is perpetual unless stated otherwise. All accredited qualifications are subject to periodic maintenance audit to ensure continuous improvement. If the accreditation of a qualification is revoked, the cessation date will be displayed in the Malaysian Qualifications Register. Qualifications previously accredited under National Accreditation Board of (Lembaga Akreditasi Negara, LAN) have a validity period of 5 years and this information is stated in the MQR for reference purposes.

\* The verification of accreditation status of a programme will not be performed by MQA. This printed statement is sufficient for any related business.

**Diploma in Secretarial Science**


**Reference Number** : MQA/FA3332  
**Certificate Number** : 09803  
**Name of Qualification** : Diploma in Secretarial Science  
**Date of Accreditation\* (dd/mm/yyyy)** : Starting 21/01/2013  
**Compliance Audit** :  
**Name of Institution** : Politeknik Sultan Idris Shah  
**Address** : Sungai Lang  
 45100 Sungai Air Tawar  
 Selangor  
**Telephone Number** : 03-3280 6200  
**Fax Number** : 03-3280 6400  
**E-mail** : -  
**Website** : [www.psis.edu.my](http://www.psis.edu.my)  
**Type** : Diploma  
**MQF Level** : 4  
**NEC Field (National Education Code)** : 346 (Secretarial and office work)  
**Number of Credits** : 95  
**Mode of Study** : Full Time

	Full Time	Weeks/Semester	Semesters	Duration
<b>Duration of Study (years)</b> :	Long	17	6	3 year/s
	Short	-	-	

**Remark(s)** : This programme is originally from deemed accredited.

\*NA : Not Available