


**Diploma in Secretarial Science**


**Reference Number** : 12545  
**Name of Qualification** : Diploma in Secretarial Science  
**Approval by Ministry** : 2010  
**Compliance Audit** :  
**Commencement** : 07/2010  
**Name of Institution** : Politeknik Port Dickson  
**Address** : KM. 14, Jalan Pantai  
 71050 Si Rusa  
 Negeri Sembilan  
**Telephone Number** : 06-662 2000  
**Fax Number** : 06-662 2026  
**Email** :  
**Website** : [www.polipd.edu.my](http://www.polipd.edu.my)  
**Type of Qualification** : Diploma  
**MQF Level** : 4  
**NEC Field (National Education Code)** : 346 (Secretarial and office work)  
**Number of Credits** : 91  
**Mode of Study** : Full Time

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

**Remark(s)** : 13.7.93 JTPPK 54

\*NA : Not Available