



\* 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 Office Management



**Reference Number** : A11543  
**Certificate Number** : 15196  
**Name of Qualification** : Diploma in Office Management  
**Date of Accreditation\* (dd/mm/yyyy)** : Starting 29/05/2014  
**Compliance Audit** :  
**Name of Institution** : City University  
**Address 1** : Menara City U, No.8, Jalan 51A/223  
 46100 Petaling Jaya  
 Selangor  
**Address 2** : No. D-G-33A, D-G-33 & D-1-35, 8th Avenue Business Centre  
 Jalan Sungai Jernih 8/1  
 46050 Petaling Jaya  
 Selangor  
**Telephone Number** : 03-7949 1600  
**Fax Number** : 03-7957 7721  
**E-mail** : [college@city.edu.my](mailto:college@city.edu.my)  
**Website** : [www.city.edu.my](http://www.city.edu.my)  
**Type** : Diploma  
**MQF Level** : 4  
**NEC Field (National Education Code)** : 0416 (Secretarial and office studies)  
**Number of Credits** : 91  
**Mode of Study** : Full Time

	Full Time	Weeks/Semester	Semesters	Duration
<b>Duration of Study (years)</b> :	Long	17	6	3 year/s
	Short	9	2	

**Mode of Delivery** : Conventional  
 This programme originally was conducted under the name of City University  
**Remark(s)** : College of Science & Technology (CUCST), has been upgraded to City University beginning of 08/11/2016.

\*NA : Not Available