

COMMERCE DEPARTMENT

Jabatan Perdagangan
Politeknik Mersing, Johor

ABOUT US

Department of Commerce (JP) has been established at the Politeknik Mersing in 2010 in line with the high demand in various sectors in Malaysia. Initially, the Department of Commerce in offers only one program only, Diploma in Secretarial Science (DSK). The diploma is carried out for 6 semesters (3 years) and includes one semester of industrial training. Students must attend the training for 6 months in any company or government departments to gain experience.

The students will be exposed to knowledge and specialized training in their respective fields such as in shorthand, typing, office management, records management and formation of personality. Students will also be trained how to use the latest information technology skills in the fields of their choosing.

Later, in June 2014, Commerce Department start offered new program Diploma in Business Studies (DPM). Generally, all students will have a basic knowledge of trade in the field of basic accounting, marketing, investment, entrepreneurship, economic principles, computer applications and statistics.

Jabatan Perdagangan
Politeknik Mersing
Jalan Nitar
86800 Mersing, Johor
Tel : 07-7980001 Fax : 07-7980002



DSK

DIPLOMA IN SECRETARIAL SCIENCE

Diploma Sains
Kesetiausahaan

DPM

DIPLOMA IN BUSINESS STUDIES

Diploma Pengajian
Perniagaan



DIPLOMA IN SECRETARIAL SCIENCE

Diploma in Secretarial Science is designed to develop the student's ability to handle letters, reports and business documents. This will equipped students with professional secretarial knowledge and acquire a good understanding of an organisation structure in both private and public sectors. Diploma in Secretarial Science coordinate an office's administrative tasks and organise, disseminate information. It covers various fields of knowledge and skills such as Typewriting, Shorthand, "Trenkas", Office Administration, Office Suite Software, Business Communication, Personality Development, Business Law, Foreign Language and Fundamental of Accounting. Most of the knowledge and skills are acquired through real working experience to equip students with the knowledge and abilities which needed in industry.

JOB PROSPECT

- Junior Secretary
- Administrative Assistant
- Confidential Secretary
- Personal Assistant
- Secretarial Assistant
- Junior Administrator



JOB PROSPECT

- Administration/ management executive
- Private and government executive
- Sales and marketing executive
- Entrepreneur
- Marketing executive
- Entrepreneur in e-commerce
- Business development executive
- Operation executive
- Financial planner
- Insurance agent or executive



ENTRY REQUIREMENT

1. Malaysian citizen
2. Pass SPM or equivalent with meet the following requirements :
 - Pass Bahasa Melayu
 - Pass Sejarah (for SPM year 2013 and above)
 - Pass Bahasa Inggeris
 - Pass Mathematics
 - FIVE (5) credit in any subject

DIPLOMA IN BUSINESS STUDIES

The Diploma in Business Studies aims to increase and enrich students' knowledge across a broad range of business disciplines and help to prepare students for the challenges of a career in contemporary business. This is a dynamic field of study for students who wish to develop skills in a wide range of studies such as administration, human resource management, accounting, finance, marketing, insurance, banking and also entrepreneurship.

Due to the flexible nature of the framework of the courses, students are able to select pathways appropriate to their interest, either to enter job the market or to pursue their studies in various business programmes.

ENTRY REQUIREMENT

1. Malaysian citizen
2. Pass SPM or equivalent with meet the following requirements :
- 3.-Pass Sejarah and got THREE (3) credit :
 - Pass Bahasa Melayu
 - Pass Bahasa Inggeris
 - ONE (1) subject