



COURSE DESCRIPTION

Architectural Technical Administrators are involved in assisting their superior on the planning, organizing and management of architectural activities within the organization. They prepare and arrange project plans and assess architectural specifications contained in the plan. They prepare feasibility studies and reports, making sure that designs comply with current standards and that all documents are accurate and consistent.

They are the ones who are in charge of administering work priorities of personnel in the architectural department. They implement orders and instructions of superior on personnel workload arrangements as needed, doing it in a flexible manner, taking steps to ensure that workload across all personnel is even.

ENTRY REQUIREMENT

- Able to calculate (basic), read and write in Bahasa Malaysia and / or English and / or other languages and;
- Have completed Sijil Kemahiran Malaysia (SKM) Tahap 3 in **Architectural Draughting**
- Working knowledge of Microsoft® Windows® 7, Microsoft® Windows® Vista, Microsoft® Windows® XP, or Microsoft® Windows® 2000.
- Interests / Experiences in industrial design or drafting is recommended.

COURSE DURATION

6 months (2 semesters)

COURSE FEE

RM 3 600.00

TRAINING GUIDE

- This course is specially designed for working Adult that have completed their SKM Level 3 and would like to persuade for Diploma stage.
- All classes are based on distance and flexible education.
- Essential handouts and notes

MODULES

CORE	
BC-050-4: 2013-C01	ARCHITECTURAL SCHEMATIC DESIGN PRODUCTION
BC-050-4: 2013-C02	ARCHITECTURAL TECHNICAL ADMINISTRATION
BC-050-4: 2013-C03	ARCHITECTURAL CONTRACT ADMINISTRATION

CERTIFICATIONS

Participants will receive the following:

- Upon passing examination and completion of course with full attendance:
- Career Certificate in Architectural Design Modelling
- Architectural Technical Administration (PPT) Certification from JPK

CAREER PATH

- Draughter, Project Manager, 2D Visualizer, Space Planner, Draught person, & Layout Designer, 3D modeling designer, Architectural Assistant