



STAMFORD COLLEGE
MELAKA

DIPLOMA IN EXECUTIVE SECRETARYSHIP

(R2/346/4/0007) ~ MARCH 2022 ~ MQA/FA1181



Build the knowledge and skills required for a job that is always in demand, all over the world. Prepare for a career that takes you into the heart of organisations and close to the sources of power.

The secretaries' job is always satisfying because of the new challenges and new people they meet every day. Their role is also to ensure the smooth running of an office and maintain good inter-personal relationships in the office.

The Stamford Secretarial Programme builds professional secretaries who are able to organise an office and keep it going efficiently.

It aims at the overall development of the individual, building confident men and women who will be able to respond not only to the day-to-day needs of the organisation but also to any crisis that may happen from time-to-time.

Start now to build the skills that will be useful for a lifetime, whatever you may choose to do anywhere in the world.



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www.stamford.edu.my

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This programme is a highly regarded qualification especially for those planning to enter a career in administration or as an executive secretary.

Programme Structure

Semester 1

1. Communication Skills for Professionals
2. Note Taking
3. Keyboarding
4. Personal & Career Development
5. Malaysian Studies 2 (for Local Student) / Bahasa Melayu Komunikasi 1 (for Foreign Student)*

Semester 2

1. Computer Applications in Administration
2. Report Writing
3. Office Administration 1
4. Document Processing
5. Living Skills *
Bahasa Kebangsaan A **

Semester 3

1. Introduction to Statistics
2. Organisational Behaviour
3. Rintas
4. Public Relations
5. Family Issues 2 *

Semester 4

1. Basic Accounting
2. Business Studies
3. Effective E-Communication
4. Office Administration 2
5. Practical Training
6. Co-Curriculum 1*

Semester 5

1. Human Resource Management
2. Customer Care
3. Organising Skills
4. Law & Procedure of Meetings
5. Industrial Training
6. Co-Curriculum 1*

Special Features:

1. Model Office
2. Practical Training
3. Industrial Training

* All students in private colleges are required to do General Studies courses under the legislation regulating these colleges

** Exempted for students who achieved a credit or above for Bahasa Melayu in SPM.

Awarding Institution

Stamford College Melaka

Accredited by:

Malaysian Qualifications
Agency (MQA)

Duration

6 Months Per Semester

Entry Requirements

SPM / UEC (minimum 3
credits) or equivalent

Session

Full Time

Intakes

January / March /
June /September



STAMFORD COLLEGE
MELAKA

Stamford College Melaka DK258-01(M)

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