



STAMFORD COLLEGE
MELAKA

DIPLOMA IN CORPORATE ADMINISTRATION

(R2/345/4/0124) ~ MARCH 2022 ~ A7185



The Diploma in Corporate Administration is a unique programme that is designed to provide students with specialised skills and knowledge of managing companies.

A company is a very special organisation. It is created by law. It has to comply with many rules. Every year it is required to submit many forms to government departments. People create companies to carry out businesses and other activities. Thousands of companies are formed every year in this country.

The role of the corporate administrator is to look after the company's business, to manage the people it employs, to keep all its accounts and documents in order and to keep it running efficiently.

Start your career in corporate and business administration with the Stamford Diploma in Corporate Administration.

Stamford College is the only one offering this Diploma in Malaysia, and there is a pathway to obtain the ICSA qualification, which is equivalent to a degree, that will enable one to become a company secretary.



1800-88-6688 or 06-2822613



scm@stamford.edu.my



www.stamford.edu.my

DIPLOMA IN CORPORATE ADMINISTRATION

(R2/345/4/0124) ~ MARCH 2022 ~ A7185



The programme covers all the main areas of studies required by a corporate administrator. On completing the programme the student will be ready for employment in the administrative division of a company. The student would also be able to assist in carrying out the legal duties of a company.

Programme Structure

Semester 1

1. Communication Skills for Professionals
2. Introduction to Statistics
3. Financial Accounting
4. Introduction to Management
5. Personal and Career Development
6. Malaysian Studies 2 (for Local Student) / Bahasa Melayu Komunikasi 1 (for Foreign Student)*

Semester 2

1. Computer Application in Administration
2. Public Relations
3. Writing Strategies
4. Corporate Administration
5. Living Skills*
Bahasa Kebangsaan A **

Semester 3

1. Organisational Behaviour
2. Cost Accounting
3. Principles of Economics
4. Corporate Meeting Procedures
5. Family Issues 2 *

Semester 4

1. Corporate Information System
2. Risk Management
3. Human Resource Management
4. Business Law
5. Taxation
6. Co-curriculum 1*

Semester 5

1. Company Law
2. Principles of Marketing
3. Financial Management
4. Corporate Compliance & Practice
5. Industrial Training (12 weeks) *
(Terms and condition apply)
6. Co-curriculum 1*

* 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)

16 Jalan KPKS 7, Kompleks Perniagaan Kota Syahbandar,
75200 Melaka

