



اَبُو سَيِّدِي تَيْكُو لَوِي كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

CONTACT US

Faculty of Administrative
Science and
Policy Studies
UiTM Cawangan Negeri Sembilan
Persiaran 3/1
70300 Seremban
Negeri Sembilan

Tel: 06-6342026

Fax: 066335815

<https://fsppp.uitm.edu.my>

facebook:

<https://www.facebook.com/Fsppp>

UiTM/

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES



DIPLOMA IN CORPORATE ADMINISTRATION (AM120)

INTRODUCTION

- Diploma in Corporate Administration (DCA) was introduced in December 2014. This programme is market-oriented and designed to produce candidates with proficiency in corporate compliance, acquainted with secretarial practices and competent in making sound and ethical administration decisions.
- The courses within this programme offer both theoretical and some practical approaches. Core subjects such as Corporate Compliance & Practise, Law of Meetings, Human Resource Management, Corporate Strategic Management, Financial Accounting and Company Secretarial Practise are offered.

ENTRY REQUIREMENTS

A Malaysian candidate who wishes to pursue a programme of study at the UiTM must fulfil the University's entry requirements as follows;

- Open to Malaysian citizens of the following ethnicities only; Malay, Natives of Sabah, Natives of Sarawak and Orang Asli.
- Passed SPM or attained a minimum with THREE (3) credits including Bahasa Melayu

and

- Passed History

ADMISSION REQUIREMENTS:

Fulfill the ENTRY REQUIREMENTS with TWO (2) additional credits in English and Mathematic or Additional Mathematic.

OR

UiTM Pre-Diploma

Passed an Upgrade (Lulus Naik Taraf) in Pre-Diploma (PD002/PD003) UiTM.

OR

APEL (Accreditation of Prior Experiential Learning)

- Passed the MQA (Aptitude Test and Portfolio Assessment)
- Applicants must be at least 20 years old on the year of application.
- Possess working experience in related fields for at least five (5) years.
- Passed the faculty's interview.

CAREER PROSPECTS

Graduates from this programme will be working in professions related to corporate compliance, company secretarial practice and corporate administration that require candidates with skill in corporate governance and company compliance. They are also qualified to work in public sectors as executive officers.

FURTHER STUDIES

- Candidates who complete this program can apply to any faculty by fulfilling the conditions set by the University.
- Candidates MUST have a MUET result prior applying to a Bachelor Degree programme.
- Graduates from Diploma in Corporate Administration could further studies in Bachelor Degree Programme in Corporate Administration, Administrative Science, Environmental Administration, Law, Corporate Compliance and Business Management.