

# FACULTY OF ADMINISTRATIVE AND POLICIES STUDIES (AM)

## MASTER BY COURSEWORK

### MASTER OF CORPORATE ADMINISTRATION - AM700 DURATION OF STUDY: 1.5 - 2 YEARS/ 3- 4 SEMESTERS (INTAKE :MARCH & OCTOBER)

#### Synopsis

AM700 is a collaborative master programme with the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), the premier professional body for company secretaries and governance professionals. The curriculum of AM700 is designed to develop further knowledge and skills required to meet the demands of dynamic corporate administrators and governance professionals in this era of globalisation. Graduates of this programme receive an academic award and a professional qualification from the Institute of Chartered Secretaries and Administrators (ICSA). ICSA is the only recognised professional body for Chartered Secretaries and Administrators in the United Kingdom and throughout the world. To ensure good value, the programme will be taught by a combination of academics and public and private practitioners from the industry. A comfortable and conducive learning environment will be provided with a real company secretary's office environment and facilities and discussion areas to make the experience enriching. The programme will be professionally rewarding and personally satisfying.

#### Entry Requirement

General
Bachelor's degree in Corporate Administration or its equivalent from related disciplines with a CGPA of at least 3.00.
An applicant with CGPA of below 3.00 will be considered if he/she has adequate and relevant working experience in an organisation
OR
A professional qualification that is recognised as being equivalent to the above.
OR
Any other qualifications approved by UiTM.
AND
Successful in an interview conducted by the Faculty.
Candidates without a qualification in the related fields OR working experience in the relevant fields must undergo appropriate prerequisite courses determined by UiTM and meet the minimum CGPA as required.

## Fee Structures

### Local

FEES	TOTAL RINGGIT MALAYSIA (RM)	
	Full-time	Part-time
Fees for semester 1	RM 4, 298	RM 3, 238
Fees for semester 2	RM 4, 225	RM 3, 165
Fees for semester 3	RM 4, 435	RM 3, 415
Fees for semester 4		RM 3, 625
<b>TOTAL ESTIMATION FOR TUITION FEES</b>	<b>RM 12, 958</b>	<b>RM 13, 443</b>

\*ESTIMATED FEES\* Subject to change

\*Fees for Convocation RM210 will be charged in the final semester

### International

FEES	TOTAL RINGGIT MALAYSIA (RM)
Fees for semester 1	RM 8, 780
Fees for semester 2	RM 10, 170/ semester
Fees for semester 3	RM 4, 380
<b>TOTAL ESTIMATION FOR TUITION FEES</b>	<b>RM 23, 330</b>

## Programme Structures

FULL-TIME		
Year 1		Year 2
Semester 1	Semester 2	Semester 3
<ol style="list-style-type: none"> <li>EMA760 - Corporate Accountability and Sustainability</li> <li>MCA712 - Corporate Strategy in Practice</li> <li>EMA702- Research Method and Data Analysis</li> <li>MCA715 - Interpreting Financial and Accounting Information</li> </ol>	<ol style="list-style-type: none"> <li>MCA721 - Advanced Company Secretarial</li> <li>MCA722 - Corporate Risk Management</li> <li>MCA728 – Boardroom Dynamics</li> </ol>	<ol style="list-style-type: none"> <li>MCA724 - Seminar in Corporate Governance</li> <li>EMA737 - Dissertation</li> </ol>

PART-TIME			
Year 1		Year 2	
Semester 1	Semester 2	Semester 3	Semester 4
<ol style="list-style-type: none"> <li>EMA760 - Corporate Accountability and Sustainability</li> <li>MCA712 - Corporate Strategy in Practice</li> <li>MCA715 - Interpreting Financial and Accounting Information</li> </ol>	<ol style="list-style-type: none"> <li>EMA705 - Research Method and Analysis</li> <li>MCA722 - Corporate Risk Management</li> <li>MCA728 - Boardroom Dynamics</li> </ol>	<ol style="list-style-type: none"> <li>MCA721 - Advanced Company Secretarial Practice</li> <li>MCA724 - Seminar in Corporate Governance</li> <li>EMA700 - Human Capital Management</li> </ol>	<ol style="list-style-type: none"> <li>EMA737 - Dissertation</li> </ol>