



STAMFORD COLLEGE
SCHOOL OF BUSINESS

DIPLOMA IN CORPORATE ADMINISTRATION
(SEMESTER 5)

DCA 207: CORPORATE ADMINISTRATION I

Date : 25 July 2007 (Wednesday)

Time : 2.30 P.M. – 4.30 P.M.

Duration: 2 hours

Instructions to Candidates

Question 1 from Section A is compulsory. Answer TWO out of FOUR questions from Section B.

Please ensure that this examination paper contains FIVE questions on ONE printed pages before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Write your Examination Index Number on each page of your answer booklet.

SECTION A (COMPULSORY)

Question 1

Identify and explain FOUR factors that determine a resource is invaluable?

(Total = 10 marks)

SECTION B

Answer TWO out of FOUR questions.

Question 2

(a) Define corporate administration. (2 marks)

(b) What is the relationship between the strategies, functionalist and chartered secretaries? (9 marks)

(c) Identify and explain the three elements required for a leader in the 21st century. (9 marks)

(Total = 20 marks)

Question 3

(a) Explain the following:

(i) Sniffing

(ii) Spoofing

(iii) Hacking

(iv) Worm

(v) Virus

(10 marks)

(b) Explain the relationship between data, information and knowledge.

(10 marks)

(Total = 20 marks)

Question 4

(a) Explain the term and benefits of copyright to owners. (5 marks)

(b) List and explain briefly major items that must be completed in the trademarks' application form. (15 marks)

(Total = 20 marks)

Question 5

(a) Define e-commerce and give TWO websites where the sales of goods were very successful. (4 marks)

(b) Identify and explain FOUR advantages and FOUR disadvantages of e-commerce? (16 marks)

(Total = 20 marks)

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