

ENTRY REQUIREMENTS

Candidates with the following criteria will be eligible to be considered for admission into the degree programmes:

(1) REGULAR ENTRY

For candidates who possess a minimum of two (2) Principals in STPM or equivalent qualifications.

(2) OPEN ENTRY

(I) Age

Candidates must be at least 21 years of age on 1st January of the year of application.

(II) Academic Qualifications

- a. STPM / HSC / A-Levels with at least one (1) Principal or other equivalent qualifications can be accorded direct admission into the degree programmes. or
- b. PMR / SPM / MCE / UEC or equivalent qualifications subject to an assessment of work experience, prior learning experience and / or a diagnostic test to assess the academic aptitude, interest and suitability for tertiary level studies.

Candidates who display potential difficulties in undertaking tertiary studies will be required to undergo and successfully complete a Headstart programme.

SUPPORT SERVICES

Learning resources include a variety of specially-designed open learning study materials in print and audio-visual; access to online interactive and Web-based communications. Libraries and other administrative support are also available at the regional learning offices.

DURATION OF STUDY

The minimum number of years to complete an undergraduate degree programme is 5 years. You are allowed to take a maximum of 4 courses but not more than 15 credits per semester. A student must complete 125 credit hours and obtain a minimum CGPA of 2.0 to be eligible for graduation.

APPLICATION PROCEDURES

Application forms can be obtained from the Regional Offices or downloaded from the website. The duly completed forms must be returned to the respective Regional Offices or posted to the Wawasan Open University Main Campus.

Contact Us

Main Campus

Wawasan Open University (700364-W)
54 Jalan Sultan Ahmad Shah, 10050 Penang, Malaysia.
Email: enquiry@wou.edu.my Fax: 04-226 9323

For enquiries on courses and programmes: **1-300-888-WOU(968)**
For general queries: **04-228 9323**

Regional & Support Offices

PENANG | KUALA LUMPUR | JOHOR BAHRU | KUCHING
IPOH | PETALING JAYA | KOTA BHARU

(All Regional Offices are closed on Mondays, except Kota Bharu Regional Office which is closed on Sundays)

For further details, visit wou.edu.my

KEPT/IPS/IDT/US/PO1

Bachelor of Business (Hons) (Corporate Administration)

JPT/BPP(U)/(KA10491)10/14

"Strategise for success,
prepare to succeed."

wawasan
open UNIVERSITY

the people's university



PROGRAMME OBJECTIVES

This programme is designed to equip you with knowledge in a number of basic business disciplines. It provides you with skills to function effectively as a company secretary as well as to organise, run, manage, write reports on statutory and other company meetings. Upon graduation, you will be able to implement corporate compliance and good governance practices. You will also be able to act as the company's custodian of legality and advise the management on matters regarding shareholder and investor relations.

CAREER OPPORTUNITIES

Lots of career opportunities are available to graduates. Upon graduation, you are well-prepared to take up a professional qualification as a Company Secretary, a top-level administrator. A Company Secretary of a limited liability company is an appointment recognised by the Companies Act, 1965. You are able to find employment in organisations such as financial institutions, services industries, institutes, stock exchanges, local authorities, etc, as a Company Secretary. As a Company Secretary, you are further qualified to be appointed as head, manager, executive or other positions in finance and administration departments of organisations.

GRADUATION REQUIREMENTS

Course Category	No. of Courses	Credits Earned
MPW Courses	3	9
University Courses	5	21
Basic Major Courses	8	40
Core Major Courses	9	50
Elective Courses	1	5

You will be awarded the relevant Degree certificate upon completion of at least 125 credit hours with a minimum CGPA of 2.0.

PROGRAMME COMPONENTS

MPW Courses

- Bahasa Kebangsaan A or Bahasa Kebangsaan B
- Malaysian Studies
- Pengajian Islam or Pendidikan Moral

University Courses

- Communication Skills for the Workplace
- Learning Skills for University Studies
- Basic Computing and the Internet
- University Mathematics B

University Elective Courses

- Advanced Writing Skills for University Studies
- Entrepreneurship Development

Basic Major Courses

- Microeconomics
- Business Law
- Business Accounting I
- Human Resource Management
- Principles and Practices of Management
- Business Ethics
- Law and Practice of Meetings
- Corporate Compliance Management

Elective Courses (Choose 1 Course)

- Business Accounting II
- Financial Management and Analysis

Core Major Courses

- Strategic Management
- Taxation in Malaysia
- Corporate Laws
- Company Accounting and Reporting
- Corporate Governance
- Securities Laws and Regulations of Financial Markets
- Management Information Systems
- Corporate Secretaryship and Corporate Administration
- Corporate Finance