

ENTRY REQUIREMENTS

Candidates with the following criteria will be eligible to be considered for admission into the graduate certificate 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 a graduate certificate programme is 1½ years. You are allowed to take a maximum of 4 courses but not more than 15 credits per semester. A student must complete 37 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/IBET/US/PO1

Graduate Certificate in Business Management

"I'm always on the move...
to stay ahead."

wawasan
open UNIVERSITY
the people's university



PROGRAMME OBJECTIVES

The programme is designed to equip students with knowledge in basic management disciplines. Students will learn the general principles in managing human capital and physical assets in a dynamic business environment. At the end of the programme, graduates will develop a holistic understanding of the key areas that drive a successful organisation, which include marketing products globally, developing sound quality initiatives, working with people effectively; as well as writing good reports and making excellent presentations.

CAREER OPPORTUNITIES

Job opportunities include junior management and administrative or supervisory level positions in both the private, public and non-profit organisations.

GRADUATION REQUIREMENTS

Course Category	No. of Courses	Credits Earned
MPW Courses	3	9
University Courses	2	8
Basic Major Courses	4	20

You will be awarded the relevant Graduate Certificate upon completion of at least 37 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 or Basic Computing and the Internet

Basic Major Courses

- Principles and Practices of Management
- Business Accounting I
- Human Resource Management
- Principles of Marketing