

## ENTRY REQUIREMENTS

Candidates with the following criteria will be eligible to be considered for admission into the graduate diploma 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 diploma programme is 3 years. You are allowed to take a maximum of 4 courses but not more than 15 credits per semester. A student must complete 70 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](mailto: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](http://wou.edu.my)

KEPT/IPS/IDET/US/PO1

## Graduate Diploma in Corporate Administration

JPT/BPP(U)/(KA10505)10/14

"I learn today,  
to lead tomorrow."

**wawasan  
open UNIVERSITY**

the people's university



### PROGRAMME OBJECTIVES

This programme is designed to equip you with broad knowledge in basic corporate administration related disciplines. It provides you with knowledge and skills to function as a compliance officer of corporate administration as well as prepare students to organise, run, manage and report on statutory and other corporate administration related issues. In general, you will be able to assist management on matters regarding corporate administration.

### CAREER OPPORTUNITIES

Upon graduation, you will be able to assist an organisation in corporate administrative matters. You may be appointed as a middle level manager in the finance or secretarial departments of companies. You may also find employment in financial institutions, service industries, institutes, stock exchanges or local authorities as auditors or in administrative positions. Graduates may also undertake independent practice in areas pertaining to corporate administration.

## GRADUATION REQUIREMENTS

Course Category	No. of Courses	Credits Earned
MPW Courses	3	9
University Courses	5	21
Basic Major Courses	5	25
Core Major Courses	2	10
Elective Courses	1	5

*You will be awarded the relevant Graduate Diploma upon completion of at least 70 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

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

### Basic Major Courses

- Principles and Practices of Management
- Business Law
- Business Accounting I
- Corporate Compliance Management
- Law and Practice of Meetings

### Core Major Courses

- Corporate Secretaryship
- Corporate Law

### Elective Courses (Choose 1 Course)

- Microeconomics
- Business Ethics
- Business Accounting II
- Financial Management and Analysis

### Foundation Courses (Optional)

- Foundation English
- Foundation Mathematics

### University Elective Courses (Choose 1 Course)

- Advanced Writing Skills for University Studies
- Entrepreneurship Development