Entry Requirements

Candidates with the following criteria will be eligible to be considered for admission into the undergraduate programme:

(1) REGULAR ENTRY
Candidates must possess a minimum of Two (2) Principals in SPM / HSC / A-Levels / UEC Senior Middle III (S Grade 5 or equivalent qualifications).

(2) OPEN ENTRY
(1) Age
Candidates must be at least 23 years of age on 1st January of the year of application and
(1) Academic Qualifications
a. SPM / HSC / A-Levels with at least One (1) Principal or other equivalent qualifications can be accredited direct admission into the degree programme. or
b. MR / SPM / MCE / UEC Senior Middle III 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 studies.

Candidates who are found not to have demonstrated the capacity to undertake tertiary studies will be required to undergo and successfully complete a Headstart programme,

Candidates can also choose to approach the Malaysian Qualifications Agency (MQA) to undertake the Accreditation of Prior Experiential Learning (APEL) assessment. APEL is an initiative by the Ministry of Education (MOE) and MQA to promote lifelong learning. APEL is an alternative entry route for those with no formal qualifications to further their higher education by recognising their prior experiential learning and work experience.

Duration of Study

You have the flexibility to choose the optimum number of credits to enrol each semester to suit your personal, work and study commitments. Those with adequate resources can opt to take more credits in certain semesters but revert to lesser credit loads when necessary. If you have previously acquired qualifications, you can also apply for advanced standing to recognise your prior learning in order to complete your studies at a shorter duration. The University will always advise you to pace your study load and plan your own duration of study to suit your intentions.

An undergraduate student must complete the following amount of credit hours with a minimum GPA of 2.0 to be eligible for graduation:
- Graduate Certificate (17 credit hours)
- Graduate Diploma (68-70 credit hours)*
- Bachelor's Degree (121-123 credit hours)*

* For the exact credit hours, please refer to the programme structure for details.

Support Services

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

Application Procedure

Application forms can be obtained from the Regional Centres or downloaded from wou.edu.my. The duly completed forms must be returned to the respective Regional Centres or posted to the Wawasan Open University Main Campus.
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Bachelor’s Degree
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Bachelor of Business (Hons) in Banking and Finance 10
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Graduate Certificate in
LOGISTICS MANAGEMENT

Programme Outline
This programme is designed to equip students with basic management knowledge as well as the skills and competencies suitable for operational level logistics and supply chain management personnel. At the end of the programme, they will be able to understand the importance of logistics and supply chain operations and contribute productively to their organisations.

Skills accredited by the Malaysian Qualifications Agency (MQA)

Graduation Requirements

<table>
<thead>
<tr>
<th>Course Category</th>
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<tr>
<td>Basic Major Courses</td>
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<tr>
<td>Core Major Courses</td>
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</tbody>
</table>

You will be awarded the relevant Graduate Certificate upon completion of at least 15 credit hours with a minimum CGPA of 2.0.

Programme Components
- MPU Courses
  - Hubungan Etlik
  - TAMADUN ISLAM DAN TAMADUN ASIA
  - International students will be taking a different set of MPU Courses.

- University Courses
  - Introduction to Computing and Internet
  - Learning Skills for University Studies
  - Workplace Communication Skills

- Basic Major Courses
  - Principles and Practice of Management
  - Human Resource Management

- Core Major Course
  - Logistics Management
  - Supply Chain Management
  - Freight Transport Management

---

Graduate Diploma in
BANKING AND FINANCE

Programme Outline
The programme is designed to equip students with the basic knowledge and skills to function as a bank executive in financial institutions. At the end of the programme, students will be able to grasp and apply basic concepts and theories that are used in Malaysia’s banking and financial systems. They will also be able to perform basic analysis on the financial statements of business organisations.

Graduation Requirements

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<tr>
<td>Basic Major Courses</td>
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<tr>
<td>Core Major Courses</td>
<td>15</td>
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</tbody>
</table>

You will be awarded the relevant Graduate Diploma upon completion of at least 68 or 70 credit hours with a minimum CGPA of 2.0.

Programme Components
- MPU Courses
  - Hubungan Etlik
  - TAMADUN ISLAM DAN TAMADUN ASIA
  - International students will be taking a different set of MPU Courses.

- University Courses
  - University Mathematics 8
  - Learning Skills for University Studies
  - Introduction to Computing and Internet
  - Workplace Communication Skills
  - Writing Skills for University Studies or Entrepreneurship Development

- Basic Major Courses
  - Principles of Banking
  - Principles and Practice of Management
  - Introduction to Financial Management
  - Business Accounting 1
  - Principles of Marketing

- Core Major Courses
  - Financial Management and Analysis
  - Banking and Financial Systems in Malaysia
  - Business of Banking

- Elective Courses (Choose 1 Course)
  - Corporate Finance
  - Investment Management
  - Personal Selling and Salesmanship
Graduate Diploma in **BUSINESS ACCOUNTING**

**Programme Outline**
This programme is designed to equip students with the theory and practical knowledge in business and accounting and thus, build the intellectual capacity of students to define, analyse and solve structured/unstructured business problems. At the end of the programme, graduates will be able to effectively apply basic knowledge of accounting such as in financial accounting as well as cost and management accounting to the day-to-day accounting and business operations of their organisations.

**Graduation Requirements**

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<td>15</td>
</tr>
<tr>
<td>Elective Courses</td>
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</tbody>
</table>

You will be awarded the relevant Graduate Diploma upon completion of at least 48 or 72 credit hours with a minimum CGPA of 2.0.

*Fully accredited by the Malaysian Qualifications Agency (MQA)*

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Graduate Diploma in **CORPORATE ADMINISTRATION**

**Programme Outline**
This programme prepares students with the basic technical knowledge of corporate administration. They will be exposed to knowledge on compliance in relation to the company, such as the specific knowledge in law pertaining to organising, conducting and convening company meetings and also general knowledge in management, accounting and administration of the company. Upon completion, students will be able to influence decisions in management meetings and be of great assistance to the Company Secretary and the Chief Executive Officer of the company. The programme will provide students with resources to be of optimal assistance to the top management of the company.

Upon obtaining the Graduate Diploma in Corporate Administration, graduates will be granted exemptions to pursue the Professional Diploma in Corporate Administration of The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA).

**Graduation Requirements**

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</table>

You will be awarded the relevant Graduate Diploma upon completion of at least 48 or 72 credit hours with a minimum CGPA of 2.0.

*Fully accredited by the Malaysian Qualifications Agency (MQA)*

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### Programme Components

**Basic Major Courses**
- Microeconomics
- Principles and Practice of Management
- Business Law
- Business Accounting I
- Business Accounting II

**Elective Courses (Choose 1 Course)**
- Macroeconomics
- Business Ethics
- Financial Management and Analysis
- Company Law
- Auditing and Assurance Services in Malaysia

**Programme Components**

**Basic Major Courses**
- Principles and Practice of Management
- Business Law
- Business Accounting I
- Law and Practice of Meetings
- Corporate Compliance Management

**Elective Courses (Choose 1 Course)**
- Microeconomics
- Business Accounting II
- Business Ethics
- Financial Management and Analysis

---

**Programme Components**

**Basic Major Courses**
- Principles and Practice of Management
- Business Law
- Business Accounting I
- Law and Practice of Meetings
- Corporate Compliance Management

**Elective Courses (Choose 1 Course)**
- Microeconomics
- Business Accounting II
- Business Ethics
- Financial Management and Analysis
Career Opportunities

The following are examples of career opportunities that students can expect upon graduation:
- Employment in sales management, customer relationship management, distribution management and product development
- Employment in service organisations like hospitals, universities and training institutions, banks and other financial institutions
- Specialised selling fields like pharmaceuticals, insurance, real estate and technical sales

Graduate Diploma in
SALES AND MARKETING

Programme Outline

This programme is designed to upgrade the skills and competencies of sales and marketing personnel and those involved in operational level marketing activities. Graduates will be able to make effective sales and marketing presentations, conduct sales negotiations and successfully conclude marketing deals. Graduates will be able to work effectively with various distribution channels, and being customer-oriented, they can help organisations develop effective sales and marketing strategies in their daily business operations.

Programme Components

- MPU Courses
  - Hubungan Etik
  - Tamadun Islam dan Tamadun Asia
  - *International students will be taking a different set of MPU Courses.
- University Courses
  - University Mathematics B
  - Learning Skills for University Studies
  - Introduction to Computing and Internet
  - Workplace Communication Skills
  - Writing Skills for University Studies or Entrepreneurship Development
- Core Major Courses
  - Consumer Behaviour
  - Sales and Distribution Management
  - Personal Selling and Salesmanship
  - Marketing Communications
- Basic Major Courses
  - Microeconomics
  - Principles and Practice of Management
  - Principles of Marketing
  - Business Accounting I
- Elective Courses (Choose 1 Course)
  - Business Law
  - Business Ethics

Graduation Requirements

Course Category | No. of Courses | Credits Earned
--- | --- | ---
MPU Courses | 2 | 6
University Courses | 5 | 17 or 19
Basic Major Courses | 4 | 20
Core Major Courses | 4 | 20
Elective Courses | 1 | 5

You will be awarded the relevant Graduate Diploma upon completion of at least 66 or 70 credit hours with a minimum CGPA of 2.0.

Career Opportunities

The following are examples of career opportunities that students can expect upon graduation:
- Employment in logistics, procurement, transportation companies and warehousing related industries
- Corporations that outsource their non-core activities
- Manufacturing and service companies, multinational distribution centres, trading companies, courier service companies, forwarder/shipping/airline companies, logistics service providers, international procurement office, port authorities, armed forces and transportation agencies

Graduate Diploma in
SUPPLY CHAIN MANAGEMENT

Programme Outline

This programme is designed to equip students with basic knowledge in supply chain management. Graduates will be able to apply rudimentary knowledge of law, human resource and other business-related disciplines to the day-to-day operations of their business organisations as well as participate as team member to design and implement strategies for more effective supply chain operations of an organisation.

Programme Components

- MPU Courses
  - Hubungan Etik
  - Tamadun Islam dan Tamadun Asia
  - *International students will be taking a different set of MPU Courses.
- University Courses
  - University Mathematics B
  - Learning Skills for University Studies
  - Introduction to Computing and Internet
  - Workplace Communication Skills
  - Writing Skills for University Studies or Entrepreneurship Development
- Core Major Courses
  - Management Information Systems
  - Supply Chain Management
  - Freight Transport Management
  - Procurement Management
- Basic Major Courses
  - Microeconomics
  - Principles and Practice of Management
  - Principles of Marketing
  - Human Resource Management
- Elective Courses (Choose 1 Course)
  - Business Law
  - Business Ethics
Career Opportunities

The following are examples of career possibilities that students can expect upon graduation:
- Internal Auditor
- Business Analyst
- Finance Officer
- Management Consultant
- Tax Practitioner

Bachelor of Business (Hons) in ACCOUNTING

Programme Outline

This programme is designed to provide a comprehensive and rigorous grounding in the discipline of accounting within the broad field of business, producing graduates who can meet the challenges of a rapidly changing global commercial environment. Students will be equipped with the knowledge and skills in various aspects of accounting and finance such as financial accounting, cost and management accounting, accounting information systems, auditing, taxation, financial management and analysis, and corporate finance.

Graduation Requirements

Course Category | No. of Courses | Credits Earned
--- | --- | ---
MPU Courses | 5 | 14
University Courses | 5 | 17 or 19
Basic Major Courses | 9 | 45
Core Major Courses | 8 | 40
Elective Courses | 1 | 5

You will be awarded the equivalent Degree certificate upon completion of a total of 121 or 125 credit hours with a minimum CGPA of 2.0.

Bachelor of Business (Hons) in BANKING AND FINANCE

Programme Outline

In this programme, students will be equipped with the knowledge and skills to conduct investment project appraisal, financial instrument evaluation, economics and financial system analysis in the international equities, bonds, foreign exchange and derivatives markets.

Suitable for those whose job functions involve finance-related services as well as those who need to be familiar with financial issues, particularly those working in banking and other financial institutions. Can be adopted as a re-training programme for those who are already working in banking institutions.

Graduation Requirements

Course Category | No. of Courses | Credits Earned
--- | --- | ---
MPU Courses | 5 | 14
University Courses | 5 | 17 or 19
Basic Major Courses | 9 | 45
Core Major Courses | 8 | 40
Elective Courses | 1 | 5

You will be awarded the equivalent Degree certificate upon completion of a total of 121 or 125 credit hours with a minimum CGPA of 2.0.

Programme Components

MPU Courses*
- Hubungan Etik
- Tamadun Islam dan Tamadun Asia
- Bahasa Kelabangsaan A or Decision Making Skills
- Comparative Religions or Parenting and Family Issues or Human Rights
- Co-curriculum
  - International student will be taking a different set of MPU Courses.

University Courses
- University Mathematics B
- Learning Skills for University Studies
- Introduction to Computing and Internet
- Workplace Communication Skills
- Writing Skills for University Studies or Entrepreneurship Development

Basic Major Courses
- Cost and Management Accounting
- Advanced Cost and Management Accounting
- Accounting Information Systems
- Company Law
- Company Accounting and Reporting
- Advanced Financial Accounting and Reporting
- Auditing and Assurance Services in Malaysia
- Taxation in Malaysia

Core Major Courses
- Human Resource Management
- Business Ethics
- Management Information Systems
- Operations Management
- Strategic Management
- Consumer Behaviour
- Corporate Finance

Elective Courses (Choose 1 Course)
- Introduction to Computing and Internet
- Workplace Communication Skills
- Writing Skills for University Studies or Entrepreneurship Development

Basic Major Courses
- Microeconomics
- Macroeconomics
- Principles and Practice of Management
- Principles of Marketing
- Business Statistics
- Business Law
- Business Accounting I
- Business Accounting II
- Human Resource Management

Core Major Courses
- Money and Banking
- Financial Management and Analysis
- Banking and Financial Systems in Malaysia
- Corporate Finance
- Investment Management
- Portfolio Management
- Business of Banking
- International Financial Management
Bachelor of Business (Hons) in BUSINESS INFORMATION SYSTEMS

Programme Outline
Provides inter-disciplinary knowledge and skills in Business Management and the application of Information Systems (IS) in business. Enables students to develop, implement and manage sophisticated information systems that are increasingly used in business organisations. Students are exposed to integrated IS development, applications and management in a business environment.

Graduation Requirements
Course Category | No. of Courses | Credits Earned
--- | --- | ---
MPU Courses | 5 | 14
University Courses | 5 | 17 or 19
Basic Major Courses | 9 | 45
Core Major Courses | 8 | 40
Elective Courses | 1 | 5

You will be awarded the relevant degree certificate upon completion of at least 121 or 123 credit hours with a minimum CGPA of 2.0.

Career Opportunities
The following are examples of career possibilities that students can expect upon graduation:
- Systems Analyst
- Systems Administrator
- Database Administrator
- IS Support Executive
- IS Administrator
- IS Consultant
- Non-IS related careers in IT industries

Programme Outline
This programme is designed to equip students with diverse knowledge in the areas of Law, Accounting, Management, Administration and Information Technology. As a result of this multidisciplinary training, they will be able to communicate effectively with accountants, lawyers and managers in business organisations upon graduation. The skills students acquire will also enable them to act as advisors to the top management of companies and act as links between the board of directors, management, regulatory bodies and shareholders of companies. Consequently, they will be able to promote practices of good governance, compliance with relevant laws and close rapport between the company and its investors.

While pursuing this programme, students are also working towards obtaining a prestigious professional qualification. I.e., the Malaysia Institute of Chartered Accountants and Administrators (MAICSA). Upon obtaining the Bachelor of Business (Hons) (Corporate Administration), graduates are given exemptions by MAICSA. When they get this professional qualification, graduates will be provided with more career choices.
Bachelor of Business (Hons) in
ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Programme Outline
This programme is designed to equip students with knowledge in a number of basic business disciplines while providing them the necessary understanding and skills to venture into running and owning their own businesses. It will allow them to upgrade their skills, competencies and to own and run their own businesses successfully or to be an entrepreneur in the work organization, while giving them the opportunity to strengthen their personal development in terms of workplace skills, values and ethics for loyal citizenry.

Graduation Requirements

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<tr>
<td>Elective Courses</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

Programme Components

**University Courses**
- University Mathematics B
- Learning Skills for University Studies
- Introduction to Computing and Internet
- Workplace Communication Skills
- Entrepreneurship Development

**Core Major Courses**
- Microeconomics
- Principles and Practice of Management
- Principles of Marketing
- Business Statistics
- Business Law
- Business Accounting I
- Human Resource Management
- Business Ethics
- Financial Management and Analysis

**Elective Courses**
- Business Accounting II
- Taxation in Malaysia
- Operations Management

Career Opportunities
The following are examples of career possibilities that students can expect upon graduation:
- Career manager in business development, product development, research and development, marketing research, and careers related to development of new processes and opportunities for any organization
- Proprietor of a business
- Consultant for entrepreneurship

Bachelor of Business (Hons) in
HUMAN RESOURCE MANAGEMENT

Programme Outline
This degree programme is ideal for students who want to specialize in developing and managing an organization's most valuable resource - its people. This programme aims to produce graduates who are well-versed in understanding how to develop and implement strategies that contribute towards optimising organisational performance. Students will also gain the ability to develop interpersonal and communication skills necessary for managing a diverse pool of employees while developing effective leadership qualities.

Graduation Requirements

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</tr>
</tbody>
</table>

Programme Components

**University Courses**
- Workplace Communication Skills
- University Mathematics for General Studies
- Introduction to Computing and Internet
- Learning Skills for University Studies
- Writing Skills for University Studies or Entrepreneurship Development

**Core Major Courses**
- Microeconomics
- Principles and Practice of Management
- Principles of Marketing
- Introduction to Financial Management
- Business Accounting I
- Managing Stress at Work
- Human Resource Management
- Business Ethics
- Effective Leadership

**Elective Courses**
- Strategic Management
- Counseling - Theory and Practice
- Psychology and the Workplace
**Careers Opportunities**

**Logistics and Supply Chain Management**

Programme Outline

This programme is designed to cater to the increasing opportunities and challenges in logistics and supply chain management of modern businesses. The programme focuses on elements of procurement, inventory, logistics management, as well as in-bound and out-bound supply chain. It also focuses on the operational and strategic issues in global supply chain management.

Graduation Requirements

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</tbody>
</table>

*This fulfil the requirements as per the Malaysian Qualifications Agency (MQA) and Jabatan Pelajaran Awam (JPA).*

**Programme Components**

University Courses
- University Mathematics B
- Learning Skills for University Studies
- Introduction to Computing and Internet
- Workplace Communication Skills
- Writing Skills for University Studies or Entrepreneurship Development

Basic Major Courses
- Microeconomics
- Macroeconomics
- Principles and Practice of Management
- Principles of Marketing
- Business Statistics
- Business Law
- Business Accounting I
- Business Accounting II
- Human Resource Management

Core Major Courses
- Management Information Systems
- Operations Management
- Logistics Management
- Supply Chain Management
- Procurement Management
- Freight Transport Management
- Warehouse Management
- Inventory Management

### Elective Courses (Choose 1 Course)

- Business Ethics
- Accounting Information Systems
- Supply Chain Management
- Consumer Behaviour
- Marketing Research

---

**Management**

Programme Outline

Designed to enhance all levels of managerial functions in a highly competitive business environment. Provides an in-depth understanding of concepts and applications in all functional areas of management, with special focus on contemporary managerial challenges and issues. Provides knowledge and skills essential in managing organisations in the current global business environment, operationally and strategically.

Graduation Requirements

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**Programme Components**

University Courses
- University Mathematics B
- Learning Skills for University Studies
- Introduction to Computing and Internet
- Workplace Communication Skills
- Writing Skills for University Studies or Entrepreneurship Development

Basic Major Courses
- Microeconomics
- Macroeconomics
- Principles and Practice of Management
- Principles of Marketing
- Business Statistics
- Business Law
- Business Accounting I
- Business Accounting II
- Human Resource Management

Core Major Courses
- Financial Management and Analysis
- Management Information Systems
- Operations Management
- Organisational Behaviour
- Strategic Management
- Strategic Human Resource Management
- Introduction to International Business
- Managing International Business
Bachelor of Business (Hons) in **SALES AND MARKETING**

**Programme Outline**
Provides a thorough insight into the concepts and applications of sales and marketing in the rapidly changing business world. Graduates will be equipped with the understanding of what drives consumer decisions and will learn to develop solutions to meet those needs by employing a persuasive, creative communication process to maximise positive customer relationships. This sales and marketing degree will equip graduates to face challenges and thrive in the field of business.

**Graduation Requirements**

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<td>Core Major Courses</td>
<td>8 or 40</td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>1 or 5</td>
<td></td>
</tr>
</tbody>
</table>

You will be awarded the honours degree certificate upon completion of at least 120 to 123 credit hours with a minimum CGPA of 2.5.

**Programme Components**

**University Courses**
- University Mathematics B
- Introduction to Computing and Internet
- Marketing Research
- Accounting Information Systems
- Financial Management and Analysis
- Strategic Management
- Business Ethics
- Accounting Information Systems
- Financial Management and Analysis
- Operations Management
- Strategic Management
- University Mathematics for General Studies
- Introduction to Computing and Internet
- Workplace Communication Skills
- Writing Skills for University Studies or Entrepreneurship Development

**Core Major Courses**
- Consumer Behaviour
- Services Marketing
- Sales and Distribution Management
- Marketing Communications
- Strategic Marketing
- International Marketing
- Management Information Systems

**Elective Courses (Choose 1 Course)**
- University Ethics
- Accounting Information Systems
- Business Law
- Business Accounting I
- Business Accounting II
- Human Resource Management
- International Students will be taking a different set of MPU Courses.

Career Opportunities
The following are examples of career possibilities that students can expect upon graduation:
- Careers in any industry as manager in the sales and marketing department
- Advertising, public relations, persuasive communications, account management, customer: relationship management, product development, retail management and marketing research

Bachelor of Management (Hons) WITH **PSYCHOLOGY**

**Programme Outline**
This programme is designed to provide students with broad managerial knowledge and skills and also to develop their awareness of the increasing important role of psychology in decision making. Students will study key areas and aspects of management, complemented by specific psychological insights of work and organisational behaviour to an appropriate depth and scope.

**Graduation Requirements**

<table>
<thead>
<tr>
<th>Course Category</th>
<th>No. of Courses</th>
<th>Credits Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPU Courses</td>
<td>5</td>
<td>14</td>
</tr>
<tr>
<td>University Courses</td>
<td>5 or 17 or 19</td>
<td></td>
</tr>
<tr>
<td>Basic Major Courses</td>
<td>9 or 45</td>
<td></td>
</tr>
<tr>
<td>Core Major Courses</td>
<td>8 or 40</td>
<td></td>
</tr>
<tr>
<td>Elective Courses</td>
<td>1 or 5</td>
<td></td>
</tr>
</tbody>
</table>

You will be awarded the honours degree certificate upon completion of at least 120 to 123 credit hours with a minimum CGPA of 2.5.

**Programme Components**

**University Courses**
- Introduction to Psychology
- Microeconomics
- Principles and Practices of Management
- Principles of Marketing
- Business Ethics
- Accounting Information Systems
- Financial Management and Analysis
- Operations Management
- Strategic Management
- University Mathematics for General Studies
- Introduction to Computing and Internet
- Workplace Communication Skills
- Writing Skills for University Studies or Entrepreneurship Development

**Core Major Courses**
- Managing Stress at Work
- Financial Management and Analysis
- Operations Management
- Organisational Behaviour
- Strategic Management
- Cognitive Psychology
- Conflict Management
- Psychology at the Workplace

Career Opportunities
The following are examples of career possibilities that students can expect upon graduation:
- Business manager
- Human resource officer
- Training & Development officer
- Business executive
- Office administrator
- Management consultant
- Motivator in human services organisations
- Wellness consultant
- Counselor
- Social worker