



اَبُو سَيْدِي تَيْكُو لَوِي كِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

## CONTACT US

Faculty of Administrative  
Science and  
Policy Studies  
UiTM Cawangan Negeri Sembilan  
Persiaran 3/1  
70300 Seremban  
Negeri Sembilan

Tel: 06-6342026

Fax: 066335815

<https://fsppp.uitm.edu.my>

facebook:

<https://www.facebook.com/Fsppp>

UiTM/

## FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES



# **BACHELOR OF CORPORATE ADMINISTRATION (HONS) - AM225**

## **INTRODUCTION**

The Bachelor of Corporate Administration (Hons) is a 3-year programme designed to provide professional training in corporate administration. This multidisciplinary, integrated and practical programme will place graduates ahead in the practice where an experienced team of lecturers will provide guidance in the field. Graduates can be hired as Company Secretaries, Compliance Officers, Finance Officers, other management positions or self-employed as professional entrepreneurs. Hands-on and rigorous training, especially for Company Secretarial Practice courses and facilities like multimedia computer laboratory, simulation room for the board meeting, library with an online database and internet access are used to train future corporate leaders.

The programme is offered in UiTM Cawangan Negeri Sembilan, Kampus Seremban 3

## **ENTRY REQUIREMENTS**

A Malaysian candidate who wishes to pursue a programme of study at the UiTM must fulfil the University's entry requirements as follows:

- Open to Malaysian citizens of the following ethnicities only; Malay, Natives of Sabah and Sarawak and Orang Asli;
- Passed SPM with a credit in Bahasa Melayu (Grade C) or a credit (Grade C) in Bahasa Melayu July papers and passed in History (SPM 2013 and above); and
- Achieved a minimum of Band 3 in MUET

## **Admission Requirements:**

Candidates who wish to join this program are required to fulfil the following conditions:

Diploma of Corporate Administration from UiTM with a CGPA of 2.30 and above;

OR

Diploma of Public Administration or other diploma from UiTM with a CGPA minimum of 2.5 and above;

OR

Diploma of Corporate Administration/ Diploma of Public Administration or other diploma from UiTM with a CGPA minimum of 2.00 and above with two years of working experience in the field of administration;

OR

Diploma in Public Administration/Corporate Administration/Business Administration/ Accounting/Law or other diploma from any Institution of Higher Education with a CGPA of 3.00 and above, and attained a minimum with 5 credits including English, Mathematics / Additional Mathematics in SPM;

OR

Diploma in Public Administration/Corporate Administration/Business Administration/ Accounting/Law or other diploma from any Institution of Higher Education with a CGPA of 2.75 and above with two years of working experience in the field of administration

OR

Law Foundation Program from UiTM with a CGPA of 2.50 and above;

## **CAREER PROSPECTS**

Graduates can professionally practice / be employed as:

- Company Secretaries
- Governance Officers
- Compliance Officers
- Finance Officers
- Human Resource Executives
- Insolvency Practitioner
- Officers in government bodies / agencies.
- Other management positions

## **FURTHER STUDIES**

Upon accomplishing the Bachelor Degree in Corporate Administration, the graduates can continue to do a professional programme which is The Chartered Governance Institute (previously known as the Institute of Chartered Secretaries and Administrators (ICSA). Besides that, the graduates can also pursue their post-graduate studies to obtain a degree of Master in Corporate Administration (MOCA) at UiTM or any other related fields.