



UNIVERSITI TEKNOLOGI MARA

CSP815: CORPORATE SECRETARIALSHIP

Course Name (English)	CORPORATE SECRETARIALSHIP APPROVED	
Course Code	CSP815	
MQF Credit	9	
Course Description	A core responsibility of the Chartered Secretary is as Secretary to the Board. The aim of the module is to specify and assess the essential knowledge and skills involved in taking overall responsibility for the corporate secretarial function in small, medium and large scale organisations. The practice of corporate secretaryship in this module extends to both the strategic and functional contexts, in advising the Board, in leading teams in secretarial best practice, in ensuring compliance with law and regulation, and in establishing efficient internal communication of Board decisions and external reporting.	
Transferable Skills	Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks Demonstrate ability to analyse issues/problems from multiple angles and make suggestions	
Teaching Methodologies	Lectures, Tutorial, Presentation	
CLO	<p>CLO1 Understand the scope, role and functions of corporate secretaryship and apply them within the employing or client organisation.</p> <p>CLO2 Understand the law and best practice in meetings, apply them in the secretaryship function, and ensure corporate compliance.</p> <p>CLO3 Ensure effective communication and dissemination of information to and from the Board, both internally and externally, for the optimum benefit of the organisation and its needs.</p> <p>CLO4 Be aware of the ongoing responsibilities of the Secretary as an independent professional practitioner within the organisation, and be responsible for continuing personnel development within the secretariat.</p> <p>CLO5 Be aware of, and be responsible for continuing self-development in corporate secretaryship as a professional practitioner.</p>	
Pre-Requisite Courses	No course recommendations	
Reading List	Recommended Text	<ul style="list-style-type: none"> • MAICSA STUDY MANUAL – Corporate Secretaryship, MAICSA • Zubaidah, Z.A. 2008, <i>Corporate Secretaryship and Governance</i>, University Publication Centre (UPENA) UiTM • Kang, Shew Meng 2007, <i>Company Secretarial Practice in Malaysia</i>, Issue 5 Ed., Lexis Nexis Business Solutions. Kuala Lumpur
Article/Paper List	This Course does not have any article/paper resources	
Other References	<ul style="list-style-type: none"> • <i>Act Companies Act 1965</i> • <i>Act Companies Regulations 1966</i> 	