



**UNIVERSITI
MALAYA**

Faculty of Business and Economics



BACHELOR OF FINANCE STUDENT HANDBOOK



SESSION

2022/2023



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MESSAGE FROM DEAN

Assalamualaikum and warm greetings,

Congratulations to all new students!



I am very pleased to welcome all of you to the Faculty of Business and Economics (FPE).

You are now embarking on another very important and exciting chapter in your life. At FPE we aim to provide quality education and training to ensure our students are equipped with appropriate skills, aptitudes, and characteristics to prepare the students to be successful professionals in the future and assume leading roles in the government, business, and community. We put strong emphasis on excellent teaching, innovative research, and quality publication as well as industry collaboration. We are ranked amongst the top business schools in Asia and proud to be in the leading position in Malaysia. Our programmes are reviewed and revised on regular basis to ensure the programme are continuous improved or in line with the latest developments in the industry as well as achieving the gold standards set by the international accreditation and professional bodies. International accreditations and recognitions signify that our programmes are of top quality and recognized internationally.

We are the first public business school in Malaysia to receive an international accreditation from The Association of MBAs (AMBA), UK, the accreditation we maintain since 2007. In February 2016, we achieved another very important milestone, full accreditation for the prestigious accreditation body for business school, the Association to Advance Collegiate Schools of Business (AACSB) and we are reaccredited in 2022. In addition, we are currently working towards accreditation by European Quality Improvement System (EQUIS). We are building on these hallmarks of excellence by working towards our ambition to become among the leading global business schools.

We are committed in improving our facilities to provide conducive and comfortable learning environment to our students and staff. Our well qualified lecturers are dedicated to deliver the best in their teaching and at the same time actively engaged in pursuing scholarly research in a myriad of areas from accounting, finance, marketing strategies, organizational behaviour, management information systems, operations management, economics, applied statistics, public administration, public policy and development studies. We are confident that you would benefit from our global setting as our class is made up of students from various profiles, professional backgrounds, and nationalities.

The programme handbooks and the faculty website provide more information about the programmes and the faculty. Please refer to your programme handbook for information on programme structure, study plan, synopsis of various courses that are offered, academic standards and various facilities that are available in the FPE as well as information on all of our academic staff. I wish you all the best in your studies and I hope you enjoy your UM life to the fullest.

PROFESSOR DR CHE RUHANA ISA
Dean

ABOUT UM

VISION

A global university impacting the world.

MISSION

Pushing the boundaries of knowledge and nurturing aspiring leaders.

QUALITY POLICY

Universiti Malaya is committed to conduct teaching and learning, carry out research and provide quality services on a global level, generate and enhance knowledge through continuous improvement efforts for the benefit of all stakeholders, especially Universiti Malaya's students.

CORE VALUES



THE MANAGEMENT

- Dean** : Prof. Dr. Che Ruhana Isa
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VACANT		<ul style="list-style-type: none"> • Inbound Mobility

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PROF DR EVELYN SHYAMALA A/P PAUL DEVADASON ASSOC. PROF. DR YONG CHEN CHEN
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DR YOUNG-JIN LEE
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MR NAWI BIN ABDULLAH

ACADEMIC CALENDAR 2022/2023

ACADEMIC CALENDAR FOR 2022/2023 ACADEMIC SESSION (BACHELOR DEGREE LEVEL)				
SEMESTER I				
Orientation (Week of Welcome) – WOW	1 week*	09.10.2022	-	16.10.2022
Lectures	7 weeks*	17.10.2022	-	04.12.2022
Mid-Semester I Break	1 week	05.12.2022	-	11.12.2022
Lectures	7 weeks*	12.12.2022	-	29.01.2023
Revision Week	1 week*	30.01.2023	-	05.02.2023
Semester I Final Examination	2 weeks*	06.02.2023	-	19.02.2023
Semester Break	3 weeks*	20.02.2023	-	12.03.2023
	<u>22 weeks</u>			
SEMESTER II				
Lectures	6 weeks*	13.03.2023	-	23.04.2023
Mid-Semester II Break	1 week*	24.04.2023	-	30.04.2023
Lectures	8 weeks*	01.05.2023	-	25.06.2023
Revision Week	1 week*	26.06.2023	-	02.07.2023
Semester II Final Examination	2 weeks	03.07.2023	-	16.07.2023
Semester Break	1 week*	17.07.2023	-	23.07.2023
	<u>19 weeks</u>			
SEMESTER BREAK				
Semester Break	9 weeks*	17.07.2023	-	17.09.2023
SPECIAL SEMESTER				
Lectures	7 weeks*	24.07.2023	-	10.09.2023
Special Semester Final Examination	1 week	11.09.2023	-	17.09.2023
	<u>8 weeks</u>			

Note:

(1) Course Registration and Examination Schedule can be referred at (<https://umsitsguide.um.edu.my/>).

(*) The Academic Calendar has taken into account public and festive holidays.

Maulidur Rasul (9 October 2022)

Eidul Fitri (22 & 23 April 2023)

Deepavali (24 October 2022)

Labour Day (1 May 2023)

Christmas Day (25 December 2022)

Wesak Day (4 May 2023)

New Year (1 January 2023)

His Majesty's King's Birthday (5 June 2023)

Chinese New Year (22 & 23 January 2023)

Eidul Adha (29 June 2023)

Federal Territory Day (1 February 2023)

Awal Muharam (19 July 2023)

Thaipusam (4 February 2023)

National Day (31 August 2023)

Nuzul Al-Quran (8 April 2023)

Malaysia Day (16 September 2023)

BACHELOR OF FINANCE

AIM OF THE PROGRAMME

To produce graduates who exhibit a strong knowledge base and technical competency in finance.

PROGRAMME EDUCATIONAL OUTCOME (PEO) AND LEARNING OUTCOMES OF THE PROGRAMME (PLO)

PROGRAM	PEO 1	PEO 2	PEO 3
BFin	Graduates work at the executive level in finance-related areas in the public and private sectors. (PLO1, PLO2, PLO3, PLO6, PLO7)	Graduates continue to pursue lifelong knowledge or professional development. (PLO8, PLO9)	Graduates continue to contribute to the sustainable development and well-being of the community. (PLO4, PLO5, PLO10)
	PLO		
	At the end of the programme students are expected to: <ol style="list-style-type: none"> 1. Illustrate knowledge in related finance disciplines including investment, corporate finance, banking, Islamic finance and personal finance. 2. Solve business issues using finance-related concepts, principles and techniques. 3. Demonstrate practical skills in finance-related disciplines. 4. Work in a diverse team. 5. Communicate effectively in written and oral forms with various stakeholders. 6. Implement solutions to finance-related problems using digital technologies. 7. Implement solutions to finance-related problems using quantitative skills. 8. Demonstrate autonomy and leadership skills in managing responsibilities. 9. Form self-directed life-long learning and entrepreneurial skills. 10. Describe to ethical and professional conduct as practiced by finance practitioners. 		

PROFESSIONAL RECOGNITION



CFA - Chartered Financial Analyst Institute



MAICSA - Malaysian Institute of Chartered Secretaries and Administrators

Currently the Bachelor of Finance is recognised by two prominent professional bodies namely Chartered Financial Analyst Institute (CFA) and Malaysian Institute of Chartered Secretaries and Administrators (MAICSA). Credit exemptions are given to graduates pursuing the MAICSA professional qualifications. As for those graduated under Bachelor of Finance programme, they can be considered for the CFA Program Awareness Scholarships to pursue the CFA professional qualification.

PROGRAMME STRUCTURE

COMPONENT	CREDITS	PRE-REQUISITE
UNIVERSITY COURSES		
<i>Required for all students</i>		
CIX2005 Entrepreneurship	3	
GLTXXXX English Language Course	4	
Co-curriculum	2	
GIG1012 Philosophy and Current Issues	2	
GIG1013 Appreciation of Ethics and Civilizations	2	
Total	13	
FACULTY CORE COURSES		
CIX 1001 Principles of Microeconomics	3	
CIX 1002 Principles of Macroeconomics	3	
CIX 1003 Business Statistics	3	
CIB 1001 Management	3	
CID 1001 Management Information System	3	
CIX 2001 Financial Management	3	
CIX 2007 Commercial Law	3	
CIB 3010 Business Ethics & Corporate Governance	3	
Total	24	
PROGRAMME CORE COURSES		
CIA 1001 Introductory Accounting	3	
CIC 2011 Corporate Finance	3	
<i>Courses that will be offered ONLY in Semester 1 for each Academic Year</i>		
CIC 2002 Fundamentals of Syariah for Islamic Finance	3	
CIC 2004 Investment Management	3	
CIC 2005 Econometrics	3	
CIC 2006 Global Finance	3	
CIX 2003 Applied Financial Planning	3	

CIC 3001 Risk Management and Financial Instruments	3	
CIC 3004 Financial Statement Analysis	3	
CIC 3006 Advanced Corporate Finance	4	Advice to take CIC2011
CIC 3013 Islamic Banking	3	Advice to take CIC2002
<i>Courses that will be offered ONLY in Semester 2 for each Academic Year</i>		
CIC 2003 Islamic Financial System	3	
CIC 2007 Money and Banking	3	
CIC 2010 Financial Modelling and Mathematics	4	
CIC 3018 Derivative Markets	3	
CIC 3019 Insurance and Risk Management	3	
CIC 3020 Cases In Finance	4	
CIC 3021 Fixed Income Markets and Instruments	3	
CIX 3002 Bank Management	3	
Total	60	

COMPONENT	CREDITS	PRE-REQUISITE
PROGRAMME ELECTIVES		
(Student MUST choose a MINIMUM of 8 credit hours for Student Holistic Empowerment (SHE) courses + 2 other courses with total MINIMUM 14 credit hours for programme electives)		
<i>Student Holistic Empowerment (SHE) – Please select one course from each cluster (Total 4 courses or 8 credits)</i>		
Cluster 1: Thinking Matters: Mind and Intellect	2	
Cluster 2: Emotional and Spiritual Intelligence: Heart and Soul	2	
Cluster 3: Global Issue and Community Sustainability: Making the World a Better Place	2	
Cluster 4: Technology / Artificial Intelligence & Data Analytics: I-Techie	2	
<i>Choose any TWO (2) courses from the following list (with total minimum 6 credits)</i>		
CIA 2009 Management Accounting	3	
CIA 2010 Basic of Malaysian Taxation	3	
CIA 3007 Accounting for Islamic Financial Transactions	3	

CIB 2001 Organizational Behaviour	3	
CIB 2003 Legal Aspects of Banking	3	
CIC 2008 Financial Services Marketing	3	
CIC 2009 Treasury Management	3	
CIC 3012 Financial Econometrics	4	
CIC 3014 Islamic Capital Market and Instruments	3	
CIC 3015 Islamic Wealth Management	3	
CIX3007 Business Modelling for Decision Making	3	
Total	14	
INDUSTRIAL TRAINING		
CIC 3005 Industrial Training	10	Students who have accumulated at least 50 credit and passed 4 programme core courses. Attended preparatory course for Industrial Training.
Total	121	

Note:

1. CIX2005 Entrepreneurship is placed under the University Courses although it is originally a Faculty Core Course because at the same time it serves to replace the GIG1003 The Basic Culture of Entrepreneurship (University Course). CIX2005 will contribute to the University Courses' credits (13 credits) to meet the minimum requirements of Program Standards Finance by the Malaysian Qualifications Agency (MQA).
2. Students are required to take a minimum of 4 credits of English courses based on English Proficiency qualification (MUET/IELTS/TOEFL).
3. Please note that some courses are only offered once in an Academic Year. Therefore, you are strongly advised to follow the Recommended Course Schedule for BFin in the following pages.\
4. The list of courses offered is subject to change. Students are advised to refer to the individual course pro-forma for the details on courses.
5. SHE = Student Holistic Empowerment.
Choose 1 course from each cluster:
 - i) Thinking Matters
 - ii) Emotional & Spiritual Intelligence
 - iii) Global Issue & Community Sustainability
 - iv) Technology / AI & Data Analytics

RECOMMENDED COURSE SCHEDULE FOR BFIN*

YEAR 1					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
GIG1012	Philosophy and Current Issues	2	GIG1013	Appreciation of Ethics and Civilizations	2
CIX1001	Principles of Microeconomics	3	CIX1002	Principles of Macroeconomics	3
CIX1003	Business Statistics	3	CIX2001	Financial Management	3
CIA1001	Introductory Accounting	3	CIX2007	Commercial Law	3
CIB1001	Management	3	CIC2003	Islamic Financial System	3
CID1001	Management Information System	3	CIC2007	Money and Banking	3
	Total credit registered	17		Total credit registered	17
YEAR 2					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
GLTXXX X	English Language Course_1	2	GLTXXXX	English Language Course_2	2
CIC2002	Fundamentals of Syariah for Islamic Finance	3	CIX2005	Entrepreneurship	3
CIC2004	Investment Management	3	CIX3002	Bank Management	3
CIC2005	Econometrics	3	CIC2010	Financial Modelling and Mathematics	4
CIC2006	Global Finance	3	CIC3018	Derivative Markets	3
CIC2011	Corporate Finance	3	CIC3019	Insurance and Risk Management	3
Elective	Elective Course_1	3	SHE	Student Holistic Empowerment (SHE)_Cluster 1	2
	Total credit registered	20		Total credit registered	20

YEAR 3					
SEMESTER 1			SEMESTER 2		
CODE	COURSE	CREDIT	CODE	COURSE	CREDIT
CIX2003	Applied Financial Planning	3		Co-curriculum	2
CIB3010	Business Ethics & Corporate Governance	3	CIC3020	Cases In Finance	4
CIC3001	Risk Management and Financial Instruments	3	CIC3021	Fixed Income Markets and Instruments	3
CIC3004	Financial Statement Analysis	3	Elective	Elective Course_2	3
CIC3006	Advanced Corporate Finance	4	SHE	Student Holistic Empowerment (SHE)_Cluster 3	2
CIC3013	Islamic Banking	3	SHE	Student Holistic Empowerment (SHE)_Cluster 4	2
SHE	Student Holistic Empowerment (SHE)_Cluster 2	2			
	Total credit registered	21		Total credit registered	16
YEAR 4					
SEMESTER 1					
CODE	COURSE	CREDIT			
CIC3005	Industrial Training	10			
	Total credit registered	10			

***Note:**

1. Students are required to take a minimum of 4 credits of English courses based on English Proficiency qualification (MUET/IELTS/TOEFL).
2. Please note that some courses are only offered once in an Academic Year. Therefore, you are strongly advised to follow the Recommended Course Schedule.
3. The list of courses offered is subject to change. Students are advised to refer to the individual course pro-forma for the details on courses.

UNIVERSITY ENGLISH LANGUAGE COURSES

ENGLISH COMMUNICATION PROGRAMME (UNIVERSITY COURSE) (KURSUS BAHASA INGGERIS KOMUNIKASI- KURSUS UNIVERSITI) FACULTY OF LANGUAGES AND LINGUISTICS LIST OF COURSES TO BE COMPLETED BY ALL STUDENTS (NEW COHORT)			
PATH 1	PATH 2	PATH 3	PATH 4
<ul style="list-style-type: none"> • MUET Band 2 *(2008-2020) • MUET Band 2 & 2.5 (2021) • IELTS Band 4.0 • TOEFL Paper – Based Test (437 – 473) • TOEFL Computer – Based Test (123 – 150) • TOEFL Internet – Based Test (41 – 52) • PTE (Academic) – (10 – 28) 	<ul style="list-style-type: none"> • MUET Band 3 (2008-2020) • MUET Band 3 & 3.5 (2021) • IELTS Band 4.5 – 5.0 • TOEFL Paper – Based Test (477 – 510) • TOEFL Computer – Based Test (153 – 180) • TOEFL Internet – Based Test (53 – 64) • PTE (Academic) – (29 - 41) 	<ul style="list-style-type: none"> • MUET Band 4 (2008 – 2020) • MUET Band 4 & 4.5 (2021) • IELTS Band 5.5 – 6.0 • TOEFL Paper – Based Test (513 – 547) • TOEFL Computer – Based Test (183 – 210) • TOEFL Internet – Based Test (65-78) • PTE (Academic) – (42 – 57) • FCE (B & C) • GCE A Level (English) (Minimum C) • IGCSE/GCSE (English) (A, B & C) 	<ul style="list-style-type: none"> • MUET Band 5 & Band 6 (2008- 2020) • MUET Band 5 & 5+ (2021) • IELTS Band 6.5 – 9.0 • TOEFL Paper – Based Test (550 – 677) • TOEFL Computer – Based Test (213 – 300) • TOEFL Internet – Based Test (79 – 120) • PTE (Academic) (58 – 90) • FCE (A) • GCE A Level (English) (B & A)
Students need to complete 2 courses (2 courses x 2 credits each) from this PATH	Students need to complete 2 courses(2 courses x 2 credits each) from this PATH	Students need to complete 2 courses (2 courses x 2 credits each) from this PATH	Students need to complete 2 courses (2 courses x 2 credits each) from this PATH
<u>COMPULSORY</u>	<u>COMPULSORY</u>	<u>COMPULSORY</u>	
<ul style="list-style-type: none"> • GLT1018 – Proficiency in English I 	<ul style="list-style-type: none"> • GLT1021 – Proficiency in English II 	<ul style="list-style-type: none"> • GLT1024 – Proficiency in English III 	<ul style="list-style-type: none"> • GLT1027– Advanced Oral Communication* • GLT1028 – Advanced Business Writing*
** CHOOSE ONE :	** CHOOSE ONE :	** CHOOSE ONE :	
<ul style="list-style-type: none"> • GLT1019 – Let’s Speak • GLT1020 – Fundamental Writing 	<ul style="list-style-type: none"> • GLT1022 – Speak Up • GLT1023 – Effective Workplace Writing 	<ul style="list-style-type: none"> • GLT1025 – Effective Oral Communication • GLT1026 – Writing at the Workplace 	*(Students can only register for one course per semester)

** Kursus ini mempunyai Pra Syarat dan hanya boleh didaftar selepas pelajar LULUS kursus WAJIB mengikut Path yang ditetapkan.

These courses have prerequisites and students can only register for them after obtaining a PASS in the compulsory course as stipulated in the respective PATH.

DESCRIPTION OF UNIVERSITY ENGLISH LANGUAGE COURSES

NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
1.	<p>GLT1018 - Proficiency in English I</p> <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 	<p>This course is designed for students with basic proficiency in English. Focus is on building speaking and reading competence with an emphasis on accuracy in grammar and on vocabulary building. Students will develop structural accuracy, reasonable oral fluency and language appropriateness by practising the language in a variety of contexts.</p>	<p>CEFR A2+</p> <ul style="list-style-type: none"> • MUET Band 2 *(2008-2020) • MUET Band 2 & 2.5 (2021) • IELTS Band 4.0 • TOEFL Paper – Based Test (437 –473) • TOEFL Computer –Based Test (123 – 150) • TOEFL Internet –Based Test (41 –52) • PTE (Academic) – (10 – 28)
2.	<p>GLT 1019 - Let's Speak</p> <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 • Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C 	<p>This course focuses on preparing a speech in English accurately and coherently. It also develops students' speech planning skills in stages. Students will learn to speak accurately using the appropriate language strategies to a selected audience..</p>	<p>CEFR B1</p> <p>Pass GLT1018 with grade C</p>
3.	<p>GLT 1020 - Fundamental Writing</p> <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 • Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C 	<p>This course is designed for students with a pre-intermediate level of proficiency in English. It focuses on writing skills, with an emphasis on accuracy in grammar and vocabulary building. Students will be exposed to writing strategies that will enable them to write short texts effectively for different purposes.</p>	<p>CEFR B1</p> <p>Pass GLT1018 with grade C</p>

NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
4.	GLT 1021- Proficiency in English II <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 	This course is designed to improve students' English Language proficiency in terms of accuracy and language use at the intermediate level. Students will be exposed to a variety of reading texts in order to improve their reading skills. They will also be given ample speaking practice to develop their confidence in communicating and interacting with others in a multitude of situations. The course improves students' skills in writing texts coherently on various topics.	CEFR B1 <ul style="list-style-type: none"> • MUET Band 3 (2008-2020) • MUET Band 3 & 3.5(2021) • IELTS Band 4.5 -5.0 • TOEFL Paper – Based Test (477 -510) • TOEFL Computer –Based Test (153 – 180) • TOEFL Internet – Based Test (53 – 64) • PTE (Academic) –(29 - 41)
5.	GLT1022 – Speak Up <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 • Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C 	This course focuses on speaking English accurately and coherently at the intermediate level. It develops students' communication strategies that enable them to interact appropriately in a variety of informal situations.	CEFR B1+/ Low B2 <ul style="list-style-type: none"> • Pass GLT1021 with grade C
6.	GLT1023 - Effective Workplace Writing <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 • Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C 	This course introduces writing strategies at the intermediate level. Students will be exposed to a range of workplace communication. They will learn how to produce effective written communication and improve their overall skills in writing.	CEFR B1+/ Low B2 <ul style="list-style-type: none"> • Pass GLT1021 with grade C

NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
7.	GLT1024 - Proficiency in English III <ul style="list-style-type: none"> • Offered in Semesters 1 & 2 	This course is designed to fortify students' English Language proficiency in terms of accuracy and effectiveness at a developing upper intermediate level. Students will be taught the four language skills with a focus on reading, writing and speaking. They will be exposed to a variety of texts to develop a higher level of proficiency that will allow them to apply the skills learnt.	CEFR B2 <ul style="list-style-type: none"> • MUET Band 4 (2008 – 2020) • MUET Band 4 & 4.5 (2021) • IELTS Band 5.5 – 6.0 • TOEFL Paper – Based Test (513 – 547) • TOEFL Computer – Based Test (183 – 210) • TOEFL Internet – Based Test (65-78) • PTE (Academic) – (42 –57) • FCE (B & C) • GCE A Level (English) (Minimum C) • IGCSE/GCSE (English)(A, B & C)
8.	GLT1025 - Effective Oral Communication <ul style="list-style-type: none"> • 2 credits • Offered in Semesters 1 & 2 • Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C 	The course encompasses different aspects of oral communication used in delivering speeches and presentations at the high intermediate level. Appropriate examples from a variety of situations are used as practice materials for students to analyse, discuss and apply the strategies taught.	CEFR B2+/ Low C1 <ul style="list-style-type: none"> • Pass GLT1024 with grade C

NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
9.	GLT1026 - Writing at the Workplace <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 • Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C 	This course will introduce students to effective writing skills at the workplace. Using relevant materials, students will be taught in stages how to produce documents within a workplace context.	CEFR B2+/ Low C1 <ul style="list-style-type: none"> • Pass GLT1024 with grade C
10.	GLT1027 Advanced Oral Communication <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 	The course encompasses different aspects of oral communication used in delivering speeches and presentations at the high intermediate level. Appropriate examples from a variety of situations are used as practice materials for students to analyse, discuss and apply the strategies taught.	CEFR C1 <ul style="list-style-type: none"> • MUET Band 5 & Band 6 (2008- 2020) • MUET Band 5 & 5+ (2021) • IELTS Band 6.5 – 9.0 • TOEFL Paper – Based Test (550 – 677) • TOEFL Computer – Based Test (213 – 300) • TOEFL Internet – Based Test (79 – 120) • PTE (Academic) (58 – 90) • FCE (A) • GCE A Level (English) (B & A)
11.	GLT1028 Advanced Business Writing <ul style="list-style-type: none"> • 2 Credits • Offered in Semesters 1 & 2 	This course is designed to equip students with the necessary writing skills to meet the needs of the workplace. Students will also be taught how to produce clear, accurate and well organised professional business documents. Students will be required to analyse and respond to a variety of situations and to write for identified audiences. The course also explores the ways in which technology helps shape business writing and communication	CEFR C1 <ul style="list-style-type: none"> • MUET Band 5 & Band 6 (2008- 2020) • MUET Band 5 & 5+ (2021) • IELTS Band 6.5 – 9.0 • TOEFL Paper – Based Test (550 – 677) • TOEFL Computer – Based Test (213 – 300) • TOEFL Internet – Based Test (79 – 120) • PTE (Academic) (58 – 90) • FCE (A) • GCE A Level (English) (B & A)

COURSE INFORMATION

DESCRIPTION OF UNIVERSITY COURSES

CIX2005: ENTREPRENEURSHIP	3 CREDITS
Synopsis: In this course, students will be exposed to the basic principles of entrepreneurship, business plan development, as well as the process of starting and growing a business. Students will have the opportunity to share entrepreneurial strategies through social engagement activities. This course will provide students with hands-on experience to enhance their decision-making skills.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 100%, Final Examination: 0%	

GIG1012: PHILOSOPHY AND CURRENT ISSUES	2 CREDITS
Synopsis: This course covers philosophical relations with the Philosophy of National Education and Rukunegara. The use of philosophy as a tool to purify the culture of thought in life through the arts and methods of thinking and human concepts. The main topics in philosophy are epistemology, metaphysics and ethics discussed in the context of current issues. Emphasis is given to philosophy as a basis for fostering inter-cultural dialogue and fostering one's values. At the end of this course students will be able to see the disciplines of science as one comprehensive body of knowledge and related to each other.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 70%, Final Examination: 30%	

GIG1013: APPRECIATION OF ETHICS AND CIVILIZATIONS	2 CREDITS
Synopsis: This course discusses ethical concepts from different civilization perspectives. It aims to identify the systems, developmental stages, progress and culture of a nation in strengthening social cohesion. In addition, discussions on contemporary issues in the economic, political, social, cultural and environmental aspects from an ethical and civil perspective can produce students who are morally and professionally sound. The application of appropriate High Impact Education Practices (HIEPs) is used in the delivery of this course. At the end of this course students will be able to relate ethics and civic-minded citizenship.	
Course Pre-requisite(s) : None	
Assessment Methods : Continuous Assessment: 70%, Final Examination: 30%	

DESCRIPTION OF FACULTY CORE COURSES

CIX1001 PRINCIPLES OF MICROECONOMICS	3 Credits
<p>Synopsis:</p> <p>This course will expose students to basic principles of microeconomics such as limited resources and choices and how the price theory and the production theory are developed based on these basic principles. Discussion on price theory covers demand and supply models, elasticity and consumer behavior. Failure of the market will also be covered. Production and cost theory will cover theory of the firm within its various market structures together with its efficiency.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIX1002 PRINCIPLES OF MACROECONOMICS	3 Credits
<p>Synopsis:</p> <p>This course will expose students to macroeconomic issues and problems and concepts of basic measurements and calculation of a country's economic progress. Students will also be exposed to basic models of income determination for an open and closed economy, and theories explaining the relationship between government expenditure and taxes. The impact of government's fiscal and monetary policies on business activities namely production on capital and consumer goods are also disclosed to students.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIX1003 BUSINESS STATISTICS	3 Credits
<p>Synopsis:</p> <p>Topics that will be discussed include terminology and uses of statistics, presentation of descriptive data, concept of probability, discrete and continuous random variables, statistical inference mainly in sampling and hypothesis testing. Techniques such as t-test, chi-squared test, analysis of variance (ANOVA), linear regression and correlation will also be discussed.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIB1001 MANAGEMENT	3 Credits
<p>Synopsis:</p> <p>In general, this course will cover the four major principles of management, i.e. planning, organizing, leading and controlling. These four principles make up the management process. Description of management process will be explained in terms of the changes in the environment, particularly the way globalization affect management. In this course, students will be also exposed to other important aspects of management such as ethics and social responsibility, decision making, organization's culture, etc.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CID1001 MANAGEMENT INFORMATION SYSTEMS	3 Credits
<p>Synopsis:</p> <p>The course focuses on the applications of information technology in business. The course will discuss how companies use information technology and information systems to coordinate activities, make decisions, and acquire knowledge to create business value. Supply chain management, customer relationship management, knowledge management and enterprise resource planning systems will also be discussed. Real world business issues and group projects to enhance student learning are also covered.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIX2001 FINANCIAL MANAGEMENT	3 Credits
<p>Synopsis:</p> <p>This course discusses the various financial tools employed to effectively manage a company's financial condition. Other topics discussed are financial statement and analysis, time value of money, bonds and stocks, capital budgeting and its techniques and short-term working capital management.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIX2007 COMMERCIAL LAW	3 Credits
<p>Synopsis:</p> <p>This course is designed to give a general overview of commercial law in Malaysia. First, it will introduce the Malaysian legal system. This will include the sources of laws, separation of powers, administration of justice, application of English law, and the position of Islamic law.</p> <p>Secondly, this course will inculcate the basic understanding of the law of contracts as the governing principles in all commercial transactions. Among the topics discussed are elements of a contract, types of discharges and the remedies where there is a breach.</p> <p>Thirdly, this course will expose students to the relevant laws pertaining to commercial activities, namely, agency, sale of goods, hire purchase, insurance and banking in Malaysia.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 40%, Final Examination: 60%</p>	

CIB3010 BUSINESS ETHICS & CORPORATE GOVERNANCE	3 Credits
<p>Synopsis:</p> <p>The course promotes reflections of ethical dilemmas that arise in various functional business disciplines and develops the students' capacity to analyse, argue and confidently apply systematic ethical reasoning using ethical dimensions. This exposure will develop and enhance the student's understanding of moral obligations as businesses and the importance of moral character in business. Students will discuss the principal of philosophical ethical theories and their applicability to business decisions. It analyses the relationship between business ethics, law and religion, as is the impact of agency theory and stakeholder. Students will explore the concepts of ethical culture and leadership and learn ways to inculcate such culture and leadership in a business organisation. Furthermore, students will examine the issues of corporate governance in public listed firms and the internal mechanisms to mitigate such issues. This course gives special focus to the role of board of directors, internal control, audit and corporate transparency in enhancing corporate accountability to stakeholders.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 60%, Final Examination: 40%</p>	

DESCRIPTION OF PROGRAMME CORE COURSES

CIA1001 INTRODUCTORY ACCOUNTING	3 Credits
<p>Synopsis:</p> <p>The course introduces and discusses the basis of accounting which includes the definition of accounting, accounting principles, accounting equation and financial statements, recording and information system of accounting and income and expenditure concept. It also covers accounting for merchandising business, inventory, financial assets, non-current assets, partnership and companies. Other aspects include analysis and interpretation of financial ratios. Relevant ethical issues will also be exposed through the course.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2011 CORPORATE FINANCE	3 Credits
<p>Synopsis:</p> <p>This course enables the students to understand and deepen their knowledge of corporate finance theories. In addition, it will enable them to understand various techniques related to risk and return, capital budgeting, capital structure, dividend policy, mergers and acquisitions, risk management and financial derivatives.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2002 FUNDAMENTAL OF SYARIAH FOR ISLAMIC FINANCE	3 Credits
<p>Synopsis:</p> <p>This course is an introductory course that exposes the students to the basic knowledge of Shariah (Islamic law) related to Islamic finance. This includes an introduction to Islam and how it shapes the Islamic economics and financial systems. The students are also exposed to the basics of Shariah which includes the sources, the methodology of formation, the main objectives of legislation and foremost the Shariah principles relevant to Islamic transactions (muamalat). This course provides comprehensive coverage of Islamic commercial contracts adopted by current Islamic financial institutions and markets in structuring and operating their Islamic financial instruments.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2004 INVESTMENT MANAGEMENT	3 Credits
<p>Synopsis:</p> <p>In this course, students are exposed to various topics related to investment management. This includes financial assets, management techniques, security valuation and asset pricing models, such as CAPM and APT.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2005 ECONOMETRICS	3 Credits
<p>Synopsis:</p> <p>Throughout this course students will be exposed to the field of econometrics and its applications. Cross sectional data will be the emphasis of this course. This is important for students in order to understand basic empirical literature that used econometrics as the methodology.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2006 GLOBAL FINANCE	3 Credits
<p>Synopsis:</p> <p>Throughout this course students will be exposed to system and international financial markets. The focus is on foreign exchange market, the determination of exchange rates as well the principles in managing foreign exchange exposures. Financial issues faced by multinational companies will also be discussed such as methods of financing and management of international portfolio.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIX2003 APPLIED FINANCIAL PLANNING	3 Credits
<p>Synopsis:</p> <p>Throughout this course, student will be exposed to the applications of personal financial planning including retirement, protection, tax and estate planning. The course covers in-depth financial analysis of an individual's life situation using ratios and personal financial statements. Students will also learn about the various financial tools applicable in an individual's life cycle.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3001 RISK MANAGEMENT AND FINANCIAL INSTRUMENTS	3 Credits
<p>Synopsis:</p> <p>This course equips students with key financial risk management matters. Beginning with studying the fundamentals of risk management, it progresses to more granular analysis by organizing the key risk categories. It also exposes students to enterprise wide (or integrated) risk management by interpreting the inter-relationships across the risk categories. Finally, it illustrates the key applications of derivatives in the risk management process.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3004 FINANCIAL STATEMENT ANALYSIS	3 Credits
<p>Synopsis:</p> <p>In this course, students will learn the fundamentals of analysing financial statements, as viewed by business, equity and credit analysts. Students will understand the financial reporting process and the inherent limitations arising from judgements and permissible subjective assumptions. The judgemental elements are expounded in some main assets and liability items. Students will learn how these differences should be considered and handled for meaningfully comparative financial analysis by focusing on the underlying substance over reporting form. Students will also be exposed to popular financial analysis techniques and signs of poor financial reporting quality.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3006 ADVANCED CORPORATE FINANCE	4 Credits
<p>Synopsis:</p> <p>This course is designed to advance students' knowledge, critical thinking, and quantitative skills in corporate finance. The emphasis is on the development of analytical techniques and the applications in decision-making. Among the covered topics include capital budgeting with real options, capital budgeting with leverage, raising capital (venture capital and leasing), corporate valuation and corporate restructuring.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3013 ISLAMIC BANKING	3 Credits
<p>Synopsis:</p> <p>The course equips the student with a comprehensive understanding of the development and operations of Islamic banking both in Malaysia and other countries. The focus shall be made on the forms of Islamic commercial contracts used in structuring the Islamic banking instruments and products, laws and regulations governing their operations and current issues surrounding them particularly digitalisation of Islamic banking. The student will also be exposed to the risk management processes undertaken by the Islamic banks.</p> <p>Note: Students are encouraged to take CIC2002 Fundamentals of Shariah for Islamic Finance first before taking this course.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2003 ISLAMIC FINANCIAL SYSTEM	3 Credits
<p>Synopsis:</p> <p>Throughout the course the students will be exposed to the concepts and principles of Shariah and their implications to business and financial transactions. The focus shall be made on the Shariah contracts used in developing the instruments and products in the banking and financial markets as well as the governing laws that regulate their implementation. It will enable the students to gain insights into the Islamic finance industry in Malaysia and other countries especially in their legal frameworks, governance, structures and instruments.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2007 MONEY AND BANKING	3 Credits
<p>Synopsis:</p> <p>This course will introduce students to the theory of money, the demand for money, the theory of money supply, monetary policy and inflation, aggregate demand and supply, the interest rate term structure and analysis of financial institutions and its impact on the price level and aggregate output in the economy.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2010 FINANCIAL MODELLING AND MATHEMATICS	4 Credits
<p>Synopsis:</p> <p>The students will explore using Excel encompassing from basics to intermediate level covering essential commands and functions as well as using Visual Basic as a programming tool. Certain topics in Corporate Finance will be applied with Excel to reflect the actual usage in the real financial economy. The other part includes the study of Financial Mathematics, which is important to prepare students for the rigorous application for advanced finance courses. This course will essentially be covering topics such as basic algebra, linear and non-linear equations, matrix and differentiation.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3018 DERIVATIVES MARKETS	3 Credits
<p>Synopsis:</p> <p>This course will expose the students to various types of derivative instruments that are traded in domestic and international markets. It will enable students to understand the basic techniques for evaluating various types of derivative securities, including futures contracts and futures, options and swaps, its use in capital markets and financial risk management.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3019 INSURANCE AND RISK MANAGEMENT	3 Credits
<p>Synopsis:</p> <p>Through this course, students will be exposed to the principles of risk management and insurance. Students are able to identify the risks faced by individuals and businesses, and apply appropriate risk management programs to manage the various types of risks. Students will also be able to discuss factors that limit the ability to insure risk and exclusion under various insurance policies. Finally, students will be able to calculate the cost of insurance premiums and will be given exposure to the takaful and insurance industry in Malaysia.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3020 CASES IN FINANCE	4 Credits
<p>Synopsis:</p> <p>This course aims to provide students with the professional skills and knowledge they need for careers in the finance and banking industry. Various current issues will be discussed in this course. The ability to discuss, apply and analyse the principles, concepts and theories to solve the finance and banking issues in an ethical way is emphasized in this course.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3021 FIXED INCOME MARKETS AND INSTRUMENTS	3 Credits
<p>Synopsis:</p> <p>In this course, students are introduced to the debt market as a component of global financial markets. One of key emphasis is the risk and return analysis of investing in debt securities. Other topics that are covered include types of debt securities, factors affecting bond prices, bond volatility, the risk associated with debt investment and bond valuation process.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIX3002 BANK MANAGEMENT	3 Credits
<p>Synopsis:</p> <p>In this course, students will be exposed to the financial system in Malaysia. The course also covers most of the important topics on bank management including the roles and services offered by the financial institutions, asset-liability management techniques, detailed discussions on the processes, procedures, risks and implications of credit, risk management, capital and financial regulations.</p>	
<p>Course Pre-requisite(s) : None</p> <p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

DESCRIPTION OF PROGRAMME ELECTIVES COURSES

CIA2009 MANAGEMENT ACCOUNTING	3 Credits
<p>Synopsis:</p> <p>This course is designed for non-accounting students to discuss the concepts and basic techniques in management accounting. This course discusses the use of accounting information that is relevant to assist in planning, controlling and decision making. The topics discussed in this course include the concepts and basic principles in management accounting: definition, classification and cost behaviour, ost-volume-profit analysis, preparation of budgets, basic costing techniques and relevant information for decision making.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIA2010 BASIC OF MALAYSIAN TAXATION	3 Credits
<p>Synopsis:</p> <p>This course is an introduction to Malaysian taxation. This course covers the basic principles of taxation of income, computation of personal income tax, rights, Responsibilities and ethical conducts of taxpayers. It also introduce the basic principle of indirect tax.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 60%, Final Examination: 40%</p>	

CIX3007 ACCOUNTING FOR ISLAMIC FINANCIAL TRANSACTIONS	3 Credits
<p>Synopsis:</p> <p>This course introduces <i>Maqasid</i> Syariah and its implications on Islamic commercial contracts, economic systems and conceptual framework of accounting for banks and Islamic financial institutions</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 40%, Final Examination: 60%</p>	

CIB2001 ORGANIZATIONAL BEHAVIOUR	3 Credits
<p>Synopsis:</p> <p>This course explores the issues of organizational behavior in the context of the work environment of business organizations. Students will be exposed to a variety of organizational behavior theory. Among the topics to be covered include group dynamics, negotiation, leadership and organizational politic.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIB2003 LEGAL ASPECTS OF BANKING	3 Credits
<p>Synopsis:</p> <p>This course covers the history and development of the banking system in Malaysia and the role of the Bank Negara Malaysia dan Securities Commission, the legal relationship between banker and customer, the types of account holder, bill of exchange, cheques and letters of credit. This course also discusses the issue of money laundering, bank's securities and principles of Islamic banking. Lastly, there will be discussion on the recent legal developments relating to the banking industry.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2008 FINANCIAL SERVICES MARKETING	3 Credits
<p>Synopsis:</p> <p>This course will introduce students to the marketing of financial services which includes the financial institutions such as investment banks, consumer banks and corporate financial services. The course covers the marketing strategy, value creation and positioning for financial services in the modern financial organisation. The development of a sustainable marketing strategy will also be discussed in this course.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC2009 TREASURY MANAGEMENT	3 Credits
<p>Synopsis:</p> <p>Among the topics to be discussed in this course are the development of the treasury management profession, the organizational aspects of treasury and the main functional areas of treasury (foreign exchange and interest rate risk management). A significant emphasis will be placed on techniques employed in the solution of practical problems together with the theories.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3012 FINANCIAL ECONOMETRICS	3 Credits
<p>Synopsis:</p> <p>Throughout this course students will be exposed to the application of statistical and mathematical methods in the field of economics, finance and business to describe the numerical relationships between key economic and financial variables. In addition, students will obtain the integrated knowledge of both theoretical and empirical time series methods. Moreover, they should be able to apply these techniques to do research.</p>	
<p>Course Pre-requisite(s) : None</p>	
<p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	

CIC3014 ISLAMIC CAPITAL MARKET AND INSTRUMENTS	3 Credits
<p>Synopsis:</p> <p>The course equips the students with a comprehensive understanding of the development and operation of the Islamic capital market. The students will be exposed to Shariah principles that distinguish the Islamic capital market products. The emphasis shall be made on the understanding and analysis of the securitization of various types of sukuk, the determination of Shariah counters and the introduction of other Islamic capital market products like I-REITs, I-ETFs and Islamic derivatives.</p>	
<p>Course Pre-requisite(s) : None</p> <p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	
CIC3015 ISLAMIC WEALTH MANAGEMENT	3 Credits
<p>Synopsis:</p> <p>Throughout the course the students will be exposed to the ways of generating, managing, investing and distributing wealth in accordance to the Islamic law. The course discusses the nature and scope of wealth planning, the process of wealth creation and mobilization, the asset allocation and management as well as distribution of wealth from Islamic perspective. Students will be exposed to asset allocation strategies covering investment in sukuk, Islamic equities, takaful and Islamic retirement schemes. Furthermore, the course will analyse the Islamic laws on inheritance estate management as well as the mechanisms for wealth distribution.</p> <p>Students are encouraged to take the subject "Fundamental of Syariah for Islamic Finance (CIC2002)" before taking this subject</p>	
<p>Course Pre-requisite(s) : None</p> <p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	
CIX3007 BUSINESS MODELLING FOR DECISION MAKING	3 Credits
<p>Synopsis:</p> <p>Through the course, students will acquire the necessary skills to analyze unstructured business situations, build business models and explore alternative solutions using appropriate analytical techniques that lead to making better decisions. Topics include Introduction to Spreadsheet Modelling, Optimization Modelling, Network Model and Decision Making. The knowledge obtained from this course is useful in students' future professional career.</p>	
<p>Course Pre-requisite(s) : None</p> <p>Assessment Methods : Continuous Assessment: 50%, Final Examination: 50%</p>	
CIC3005 INDUSTRIAL TRAINING	10 Credits
<p>Synopsis:</p> <p>The purpose of this training is to provide students with an opportunity to experience the actual work environment by placing them in selected business organizations outside the university. In addition, the training would enable students to apply concepts and theories in the finance practices.</p>	
<p>Course Pre-requisite(s) : Students who have accumulated at least 50 credit hours and passed 4 courses. Attended preparatory course for Industrial Training.</p> <p>Assessment Methods : Continuous Assessment: 100%, Final Examination: 0%</p>	

GENERAL INFORMATION

COURSE REGISTRATION

A student is required to register for courses in accordance with the stage of study that has been prescribed. The stage of study is determined by the number of credits that has been registered by the student as follows:

Stage of Study	No. of credits
Beginning	35 credits and below
Middle	36-75 credits
Final	76 credits and above

A student is required to pursue his programme of study based on the structure of the programme of study as prescribed by the Faculty and approved by the Senate. Any courses registered other than that prescribed in the programme of study structure will not be considered for the purposes of fulfilment of the degree.

Registration for any course must be completed before the semester starts. Any student who does not complete his registration within the duration prescribed will not be allowed to pursue the course concerned. A student is **not allowed to add/drop courses** after verification of registration is made.

GRADING SCHEME

Marks	Grade	Grade Point	Meaning
90.00-100.00	A+	4.0	High Distinction
80.00-89.99	A	4.0	Distinction
75.00-79.99	A-	3.7	Distinction
70.00-74.99	B+	3.3	Good
65.00-69.99	B	3.0	Good
60.00-64.99	B-	2.7	Good
55.00-59.99	C+	2.3	Pass
50.00-54.99	C	2.0	Pass
45.00-49.99	C-	1.7	Fail
40.00-44.99	D+	1.3	Fail
35.00-39.99	D	1.0	Fail
00.00-34.99	F	0.0	Fail

**BACHELOR'S DEGREE CLASSIFICATION
UNDER THE SEMESTER SYSTEM**

Degree Awarded	CGPA	Intake : Session 2002/2003 onwards
Pass With Honours	2.00 < 3.70	The senate has decided that a student who achieve a final CGPA of 3.70 and above is qualified for the degree Pass with Honours (With Distinction)
Pass With Honours (With Distinction)	3.70 and above	

CGPA : Cumulative Grade Point Average (Maximum = 4.00)

Remarks :

1. The Marking Scheme as approved by the Senate is applicable to all Bachelor's degree programme under the Semester System, Universiti Malaya **except** for the degree of Bachelor of Medicine and Bachelor of Surgery **and** the degree of Bachelor of Dental Surgery.
2. The degree that shall be conferred is an honours degree based on the final CGPA. For a student to qualify for the conferment of the honours degree, he/she must obtain a final CGPA of not less than 2.00. A student is qualified for the conferment of a degree of Pass with Honours (With Distinction) if he/she:
 - (1) achieves a final CGPA of 3.70 and above;
 - (2) has never obtained grade F for any course for the duration of his/her programme of study;
 - (3) has never repeated for any failed course and/or improvement course grade; and
 - (4) has successfully completed his/her programme of study within the minimum period or prescribed duration.

(Sources : [University of Malaya \(Bachelor's Degree\) Regulations 2019 - Second Amendment Year 2021](#))

STUDENT EXCHANGE PROGRAMME

Students may apply to participate in any of the Student Exchange Programmes at our partnering foreign universities. To apply, students need to follow the steps below:

- (1) Check the list and details of the partner universities in various countries through <https://gem.um.edu.my/>
- (2) Check for the courses offered and information on the student exchange programme on the partnering University's website.
- (3) Check out the application procedures and financial provisions through the Global Enrichment & Mobility Centre website (<https://gem.um.edu.my/>). GEM provides funding for exchange programme purposes.
- (4) Get advice from the Faculty Student Mobility Coordinator regarding the suitability of courses to be taken.

INDUSTRIAL TRAINING

Students should apply to the faculty for industrial training placement one semester before the industrial training starts. two (2) weeks before the semester starts, students should register on-line for the industrial training course (CIB3012/CIA3006/CIC3005/EIA3009). for assistance, students may contact the center for the initiation of talent and industrial training (CITRA): -

Email : citra@um.edu.my

Phone Number : +603-7967 5408

Fax Number : +603-7967 5427

ACADEMIC RESEARCH (*only applicable for Bachelor of Economics programme*)

The course is designed to develop students' ability to identify issues to be studied and students' understanding of the critical role of literature review within a research process. Students will plan and produce an academic article consisting of the problem statement and a systematic literature review related to the issues of their interest. The course involves workshops and direct one on one supervision.

To register for this course, students are required to apply to the faculty for supervisor appointment one semester before the Academic Research starts. An announcement will be made to call for registration and supervisor appointment. Students should register online for EIA3010 Academic Research. For any enquiries, students may contact the Coordinator for EIA3010 Academic Research.

STUDENT ACTIVITIES (CLUBS & SOCIETIES)

For students who are actively involved in academic and co-curricular activities, Faculty of Business and Economics provides supporting facilities such as an office for the various clubs, notice boards, letter box, as well as telephone and fax machines (for official use only).

By participating in clubs and societies, it is an interesting way of making new friends, meeting people with similar interests and having a good time during the campus life. Clubs and societies can also help you to build leadership attributes and skills through organizing events and activities.

In addition, Faculty of Business and Economics also assists in several club activities. The following clubs for students that have been established by Faculty of Business and Economics:



University Malaya Accounting Club (UMAC)

Advisor : Dr. Mohd Dr. Haniff Zainuldin

Facebook : <https://www.facebook.com/umac1975/>



University Malaya Business Club (UMBC)

Advisor : Dr. Nor Hazlina Hashim

Facebook : <https://www.facebook.com/umbizclub/>



University Malaya Finance Association (UMFA)

Advisor : Dr. Mohd Zaidi bin Md Zabri

Facebook : <https://www.facebook.com/umfassociation/>



Persatuan Ekonomi Universiti Malaya (PEKUMA)

Advisor : Dr. Nurulhuda Mohd Satar

Facebook : <https://www.facebook.com/PEKUMA.UM/>

LOOK AROUND



CONTACT US

OFFICE OPERATION HOURS

Monday – Thursday : 8.00am – 4.30pm
(Lunch hour : 1.00pm – 2.00pm)

Friday : 8.00am – 4.30pm
(Lunch hour : 12.15pm – 2.45pm)

LOCATION

The Undergraduate Office is located at Ground Floor, H10 Building (near to Museum Asian Art).

Maps : <https://goo.gl/maps/Z9HYCvmKPSL9Q7Ag7>

GENERAL EMAIL

If you have any inquiries, you may email to us at umfbe_ug@um.edu.my.

DISCLAIMER

Please note that we have taken the utmost care in compiling the information in this handbook, including the schedules for courses during the 2022/2023 session. While the contents are correct at the time of printing, we reserve the right to change any information as necessary.

While we have produced this handbook to be comprehensive, please do not hesitate to ask us regarding matters not covered in it.



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Faculty of Business and Economics

