



UNIVERSITI  
MALAYA

*Faculty of Business and Economics*



# BACHELOR OF BUSINESS ADMINISTRATION STUDENT HANDBOOK



**SESSION**

**2022/2023**



## 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



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DR KAMISAH BINTI ISMAIL  
DR MAS NORDIANA BINTI HAJI RUSLI  
DR OON YEN NEE

PROF. DR ZAKIAH BINTI SALEH  
ASSOC. PROF. DR ERVINA BINTI ALFAN  
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DR MARIA BINTI MOHD ISMAIL

DR MUHAMMAD ASRI BIN MOHD ALI

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MR NAWI BIN ABDULLAH

**ACADEMIC CALENDAR FOR 2022/2023 ACADEMIC SESSION  
(BACHELOR DEGREE LEVEL)**

<b>SEMESTER I</b>				
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>			
<b>SEMESTER II</b>				
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>			
<b>SEMESTER BREAK</b>				
Semester Break	9 weeks*	17.07.2023	-	17.09.2023
<b>SPECIAL SEMESTER</b>				
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)

## INTRODUCTION

### AIM OF THE PROGRAMME

To equip graduates with the knowledge, competency, practical skills, leadership attributes and problem-solving skills in business management.

### PROGRAMME EDUCATIONAL OUTCOME (PEO) / LEARNING OUTCOMES OF THE PROGRAMME (PLO)

PEO 1	PEO 2	PEO 3
Graduates work in a business-related area  (PLO1, PLO2, PLO3, PLO6, PLO7, PLO8)	Graduates continue to pursue lifelong knowledge or professional development.  (PO9)	Graduates continue to contribute to the sustainable development and well-being of the community.  (PLO4, PLO5, PLO10)
PLO		
At the end of the business administration programme, graduates are able to:		
<ol style="list-style-type: none"><li>1. Illustrate knowledge in related business disciplines including management, marketing, finance &amp; banking, and operations &amp; information systems management</li><li>2. Solve business and organisational issues using business-related concepts, principles and techniques</li><li>3. Demonstrate practical skills in business-related disciplines</li><li>4. Work in a diverse team</li><li>5. Communicate effectively in written and oral forms</li><li>6. Implement solutions to business-related problems using digital technologies</li><li>7. Implement solutions to business-related problems using quantitative skills</li><li>8. Demonstrate autonomy and leadership skills in managing responsibilities</li><li>9. Form self-directed life-long learning and entrepreneurial skills</li><li>10. Conform to ethical and professional conduct</li></ol>		

### PROFESSIONAL RECOGNITION



AACSB - Association to Advance Collegiate Schools of Business



MAICSA - Malaysian Institute of Chartered Secretaries and Administrators

Bachelor of Business Administration is recognised by the Association to Advance Collegiate Schools of Business (AACSB), a world-class body that recognises institutions that meet the strict quality standards. This recognition is accepted by well-known employers and other universities around the world. As of August 18, 2020, only 876 institutions from around the world have received AACSB recognition.

Graduates from this programme are granted credits exemptions to pursue the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) professional qualification.

### AREAS OF SPECIALISATION FOR BBA PROGRAMME

Students will be conferred a general BBA degree upon completion of their studies. Students are, however, allowed to specialise in areas in either Management, Marketing, or Operations and Information Systems Management to enhance their credibility and their employment value. For the purposes of specialisation, a student is required to complete any eleven courses (33 credits) from a particular specialisation area, four courses (12 credits) from the various faculty elective courses, and three courses (6 credits) from SHE offered. Students, upon graduation, may request a letter from the Dean confirming their specialisation.

### PROGRAMME STRUCTURE

To be awarded the Bachelor of Business Administration, students must complete 122 credits. The distribution of credits based on components is as follows:

COMPONENT	CREDITS	PRE-REQUISITE
<b>UNIVERSITY COURSES</b>		
<i>Required for all students</i>		
CIX2005 Entrepreneurship	3	
GLTXXXX English Language Course <sup>1</sup>	4	
Co-curriculum [Choose one (1)] GKA1001 Attach@Industry GKI1001 Independent Research GKK1001 Community Service GKP1001 Talent Development GKS1001 Volunteerism	2	
GIG1012 Philosophy and Current Issues ( <i>required for Malaysian students</i> ) OR GLT1017 Basic Malay Language ( <i>required for International Students</i> )	2	
GIG1013 Appreciation of Ethics and Civilizations	2	
<b>Total</b>	<b>13</b>	
<b>CORE COURSES</b>		
CIX1001 Principles of Microeconomics	3	
CIX1002 Principles of Macroeconomics	3	
CIX1003 Business Statistics	3	
CIX1004 Quantitative Analysis for Business	3	

CIX1005 Business Communication: A Critical Thinking Approach	3	
CIA1001 Introductory Accounting	3	
CIA2009 Management Accounting	3	
CIB1001 Management	3	
CIB1002 Human Resource Management	3	
CIB3002 Strategic Management	4	
CIB3010 Business Ethics and Corporate Governance	3	
CID1001 Management Information Systems	3	
CID2001 Operations Management	3	
CIF1001 Principles of Marketing	3	
CIX2001 Financial Management	3	
CIX2007 Commercial Law	3	
<b>Total</b>	<b>49</b>	
<b>PROGRAMME SPECIALISATION / ELECTIVE COURSES</b>		
<p>Specialisation:</p> <ul style="list-style-type: none"> <li>▪ Students are required to choose one of the following specialisations: <ul style="list-style-type: none"> <li>○ Management</li> <li>○ Marketing, or</li> <li>○ Operations and Information Systems Management</li> </ul> </li> <li>▪ Total number of courses to be taken throughout the study according to the chosen specialisation: 11 courses.</li> <li>▪ These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.</li> </ul> <p>Elective Courses:</p> <ul style="list-style-type: none"> <li>▪ Total number of elective courses to be taken throughout the study: 4 courses.</li> <li>▪ These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.</li> </ul>	33	
	18	
<b>Total</b>	<b>51</b>	
<b>INDUSTRIAL TRAINING</b>		
CIB 3004 Industrial Training <sup>5</sup>	9	Students who have accumulated at least 50 credits and attended preparatory course for

		Industrial Training
<b>Total</b>	<b>122</b>	

### LIST OF SPECIALISATION COURSES

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
<b>MANAGEMENT SPECIALISATION COURSES (CHOOSE 11 COURSES)<sup>3</sup></b>			
CIF2001 Consumer Behaviour	3		Y2
CIA2008 Company Law	3	CIX2007 Commercial Law	Y3
CIB2001 Organizational Behaviour	3		Y2
CIB2003 Legal Aspect of Banking	3		Y2
CIB3003 International Business Management	3		Y3
CIB3005 Leadership	3		Y3
CIB3006 Service Management	3		Y3
CIB3007 Islamic Perspective on Business	3		Y3
CIB3008 Change Management	3		Y3
CIB3009 Cross Cultural Management	3		Y3
CIB3011 Introduction to Positive Psychology	3		Y3
CID3003 Quality Management	3		Y3
CIX3005 Tourism Management	3		Y3
<b>Total</b>	<b>33</b>		
<b>MARKETING SPECIALISATION COURSES (CHOOSE 11 COURSES)<sup>3</sup></b>			
CIX2002 Sales Management	3		Y2
CIB2001 Organizational Behaviour	3		Y2
CID2002 E-Commerce	3		Y2
CIF2001 Consumer Behaviour	3		Y2
CIF2002 Retailing	3		Y2
CIF2004 Digital Marketing	3		Y2
CIF3001 Global Marketing	3		Y3
CIF3002 Hospitality Management	3		Y3
CIF3003 Integrated Marketing Communications	3		Y3
CIF3004 Services Marketing	3		Y3
CIF3005 Branding	3		Y3

CIX3001 Islamic Marketing	3		Y3
CIX3006 Marketing Analytics	3		Y3
Total	<b>33</b>		
<b>OPERATIONS AND INFORMATION SYSTEMS MANAGEMENT COURSES (CHOOSE 11 COURSES)<sup>3</sup></b>			
CID2002 E-Commerce	3		Y2
CID2003 Business Data Communication	3		Y2
CID2004 Business Data Management	3		Y2
CID2005 Business Analysis and Systems Design	3		Y2
CIF2002 Retailing	3		Y2
CIX2004 Business Application Development	3		Y2
CID3001 Supply Chain Management	3		Y3
CID3002 Strategic Information Systems	3		Y3
CID3003 Quality Management	3		Y3
CID3004 Logistics Management	3		Y3
CID3005 Sustainable Operations and Supply Chain Management	3		Y3
CIX3007 Business Modelling for Decision Making	3		Y3
CIB3008 Change Management	3		Y3
Total	<b>33</b>		

#### List of Faculty Elective Courses<sup>4</sup>

*For Management Specialisation*

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
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<i>Choose four (4) courses from this list (4 courses x 3 credits):</i>			
CIA2010 Basic of Malaysian Taxation	3		Y2
CIC2003 Islamic Financial System	3		Y2
CIC2004 Investment Management	3		Y2
CIC2006 Global Finance	3		Y2
CIC2007 Money and Banking	3		Y2
CIC2008 Financial Services Marketing	3		Y2
CIC3019 Insurance and Risk Management	3		Y3
CIX2003 Applied Financial Planning	3		Y2
CIX3002 Bank Management	3		Y3
CIF2002 Retailing	3		Y2
CIF2004 Digital Marketing	3		Y2
CIX2002 Sales Management	3		Y2
CIF3002 Hospitality Management	3		Y3
CIF3003 Integrated Marketing Communications	3		Y3
CIF3004 Services Marketing	3		Y3
CIF3001 Global Marketing	3		Y3
CIF3005 Branding	3		Y3
CIX3001 Islamic Marketing	3		Y3
CIX3006 Marketing Analytics	3		Y3
CID2002 E-Commerce	3		Y3
CID2003 Business Data Communication	3		Y2
CID2004 Business Data Management	3		Y2
CID2005 Business Analysis and Systems Design	3		Y2
CIX2004 Business Application Development	3		Y2
CID3001 Supply Chain Management	3		Y3
CID3004 Logistics Management	3		Y3
CIX3007 Business Modelling for Decision Making	3		Y3
CID3002 Strategic Information Systems	3		Y3
CID3005 Sustainable Operations and Supply Chain Management	3		Y3

*For Marketing Specialisation*

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
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<i>Choose four (4) courses from this list (4 courses x 3 credits):</i>			
CIA2010 Basic of Malaysian Taxation	3		Y2
CIC2003 Islamic Financial System	3		Y2
CIC2004 Investment Management	3		Y2
CIC2006 Global Finance	3		Y2
CIC2007 Money and Banking	3		Y2
CIC2008 Financial Services Marketing	3		Y2
CIC3019 Insurance and Risk Management	3		Y3
CIX2003 Applied Financial Planning	3		Y2
CIX3002 Bank Management	3		Y3
CIB2003 Legal Aspect of Banking	3		Y2
CIA2008 Company Law	3		Y2
CIB3003 International Business Management	3		Y3
CIB3005 Leadership	3		Y3
CIB3006 Service Management	3		Y3
CIB3007 Islamic Perspective on Business	3		Y3
CIB3008 Change Management	3		Y3
CIB3009 Cross Cultural Management	3		Y3
CIB3011 Introduction to Positive Psychology	3		Y3
CIX3005 Tourism Management	3		Y3
CID2003 Business Data Communication	3		Y2
CID2004 Business Data Management	3		Y2
CID2005 Business Analysis and Systems Design	3		Y2
CIX2004 Business Application Development	3		Y2
CID3001 Supply Chain Management	3		Y3
CID3003 Quality Management	3		Y3
CID3004 Logistics Management	3		Y3
CIX3007 Business Modelling for Decision Making	3		Y3
CID3002 Strategic Information Systems	3		Y3
CID3005 Sustainable Operations and Supply Chain Management	3		Y3

*For Operations and Information Systems Management Specialisation*

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
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<i>Choose four (4) courses from this list (4 courses x 3 credits):</i>			
CIA2010 Basic of Malaysian Taxation	3		Y2
CIC2003 Islamic Financial System	3		Y2
CIC2004 Investment Management	3		Y2
CIC2006 Global Finance	3		Y2
CIC2007 Money and Banking	3		Y2
CIC2008 Financial Services Marketing	3		Y2
CIC3019 Insurance and Risk Management	3		Y3
CIX2003 Applied Financial Planning	3		Y2
CIX3002 Bank Management	3		Y3
CIB2003 Legal Aspect of Banking	3		Y2
CIA2008 Company Law	3		Y2
CIB3003 International Business Management	3		Y3
CIB3005 Leadership	3		Y3
CIB3006 Service Management	3		Y3
CIB3007 Islamic Perspective on Business	3		Y3
CIB3009 Cross Cultural Management	3		Y3
CIB3011 Introduction to Positive Psychology	3		Y3
CIX3005 Tourism Management	3		Y3
CIB2001 Organizational Behaviour	3		Y2
CIF2001 Consumer Behaviour	3		Y2
CIF2004 Digital Marketing	3		Y2
CIX2002 Sales Management	3		Y2
CIF3002 Hospitality Management	3		Y3
CIF3003 Integrated Marketing Communications	3		Y3
CIF3004 Services Marketing	3		Y3
CIF3001 Global Marketing	3		Y3
CIF3005 Branding	3		Y3
CIX3001 Islamic Marketing	3		Y3
CIX3006 Marketing Analytics	3		Y3

**Recommended Course Schedule for BBA (Total: 122 credits) – 3.5 YEARS**

YEAR 1					
SEMESTER 1			SEMESTER 2		
COURSE		CREDIT	COURSE		CREDIT
University Courses					
Required for all students					
			GLTXXXX	English Language Course (1) <sup>1</sup>	2
			GLTXXXX	English Language Course (2) <sup>1</sup>	2
Required for local students					
GIG1012	Philosophy and Current Issues	2			
GIG1013	Appreciation of Ethics and Civilisations	2			
Required for international students					
GIG1013	Appreciation of Ethics and Civilisations (in English)	2			
GLT1017	Basic Malay Language	2			
Core Course					
CIB1001	Management	3	<b>CIA1001</b>	Introductory Accounting	3
CID1001	Management Information System	3	<b>CIX1002</b>	Principles of Macroeconomics	3
CIF1001	Principles of Marketing	3	<b>CIX1005</b>	Business Communication: A Critical Thinking Approach	3
CIX1001	Principles of Microeconomics	3	<b>CIX2007</b>	Commercial Law	3
CIX1004	Quantitative Analysis for Business	3	<b>CIX1003</b>	Business Statistics	3
<b>Specialisation/Elective</b>					
<b>Student Holistic Empowerment (SHE) Courses<sup>2</sup></b>					
Choose only one (1) course from each cluster.					
				Cluster: Thinking Matters	2
				Cluster: Emotional & Spiritual Intelligence	
				Cluster: Global Issue & Community Sustainability	
Total credit registered each semester	<b>19</b>		Total credit registered each semester	<b>19 + (2 from SHE)</b>	

YEAR 2						
SEMESTER 1			SEMESTER 2			
COURSE		CREDIT	COURSE		CREDIT	
University Courses						
Co-curriculum [Choose one (1)]						
GKA1001	Attach@Industry	2	<b>CIX2005</b>	Entrepreneurship (Replaces GKU1001)	3	
GKI1001	Independent Research					
GKK1001	Community Service					
GKP1001	Talent Development					
GKS1001	Volunteerism					
Core Courses						
CIB1002	Human Resource Management	3	CIX2001	Financial Management	3	
CID2001	Operations Management	3				
Specialisation/Elective						
			<i>Student Holistic Empowerment (SHE) Courses<sup>2</sup></i>			
			Choose only one (1) course from each cluster.			
				Cluster: Thinking Matters	4	
				Cluster: Emotional & Spiritual Intelligence		
	Cluster: Global Issue & Community Sustainability					
<i>Specialisation</i>						
Students are required to choose one of the following specialisations:						
<ul style="list-style-type: none"> <li>• Management</li> <li>• Marketing</li> <li>• Operations and Information Systems Management</li> </ul>						
<i>Elective<sup>4</sup></i>						
Number of courses to be taken throughout the study: 4 courses						
Total credit registered each semester	<b>8 + 12 (combination from specialisation/elective)</b>		Total credit registered each semester	<b>6 + (4)from SHE + 9 (combination from specialisation/elective)</b>		

YEAR 3				
SEMESTER 1		SEMESTER 2		
COURSE	CREDIT	COURSE	CREDIT	
University Courses				
Core Courses				
CIA2009	Management Accounting	3		
CIB3002	Strategic Management	4		
CIB3010	Business Ethics and Corporate Governance	3		
Specialisation/Elective				
<i>Specialisation Courses</i> <sup>3</sup>				
Register for courses according to your chosen specialisation.				
<i>Elective Courses</i> <sup>4</sup>				
Number of courses to be taken throughout the study: 4 courses				
Total credit registered each semester	<b>10 + 9 (combination from specialisation/elective)</b>		<b>15 (combination from specialisation/elective)</b>	
YEAR 4				
SEMESTER 1				
COURSE	CREDIT			
Core Courses				
CIB3004	Industrial Training <sup>5</sup>			9
Specialisation/Elective				
<i>Specialisation Courses</i> <sup>3</sup>				
<b>Total credit registered each semester</b>				<b>9</b>

**Note:**

1. Students are required to take 4 credits of English courses based on English Proficiency qualification (MUET/IELTS/TOEFL). Those who achieved band 5 and above in MUET are given the option to take advanced English and/or a foreign language.
2. Choose one (1) course from each cluster.
  - Cluster: Thinking Matters
  - Cluster: Emotional & Spiritual Intelligence
  - Cluster: Global Issue & Community Sustainability
  - Total number of courses to be taken throughout the study: 1 course from each cluster.
3. Courses by Specialisation
  - Students are required to **choose one of the following specialisations**:
    - Management
    - Marketing, or
    - Operations and Information Systems Management
  - Total number of courses to be taken throughout the study according to the chosen specialisation: 11 courses.
  - These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.
4. Elective Courses:
  - Total number of elective courses to be taken throughout the study: 4 courses.
  - These courses can be taken in semester 1 or 2 in accordance to the recommended course schedule.
5. May be taken in Year 3 Semester 2.

The list of courses offered is subject to change. Students are advised to refer to the individual course pro-forma for the details.

## ENGLISH LANGUAGE COURSE

<b>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)</b>			
<b>PATH 1</b>	<b>PATH 2</b>	<b>PATH 3</b>	<b>PATH 4</b>
<ul style="list-style-type: none"> <li>• MUET Band 2 *(2008-2020)</li> <li>• MUET Band 2 &amp; 2.5 (2021)</li> <li>• IELTS Band 4.0</li> <li>• TOEFL Paper – Based Test (437 – 473)</li> <li>• TOEFL Computer – Based Test (123 – 150)</li> <li>• TOEFL Internet – Based Test (41 – 52)</li> <li>• PTE (Academic) – (10 – 28)</li> </ul>	<ul style="list-style-type: none"> <li>• MUET Band 3 (2008-2020)</li> <li>• MUET Band 3 &amp; 3.5 (2021)</li> <li>• IELTS Band 4.5 – 5.0</li> <li>• TOEFL Paper – Based Test (477 – 510)</li> <li>• TOEFL Computer – Based Test (153 – 180)</li> <li>• TOEFL Internet – Based Test (53 – 64)</li> <li>• PTE (Academic) – (29 - 41)</li> </ul>	<ul style="list-style-type: none"> <li>• MUET Band 4 (2008 – 2020)</li> <li>• MUET Band 4 &amp; 4.5 (2021)</li> <li>• IELTS Band 5.5 – 6.0</li> <li>• TOEFL Paper – Based Test (513 – 547)</li> <li>• TOEFL Computer – Based Test (183 – 210)</li> <li>• TOEFL Internet – Based Test (65-78)</li> <li>• PTE (Academic) – (42 – 57)</li> <li>• FCE (B &amp; C)</li> <li>• GCE A Level (English) (Minimum C)</li> <li>• IGCSE/GCSE (English) (A, B &amp; C)</li> </ul>	<ul style="list-style-type: none"> <li>• MUET Band 5 &amp; Band 6 (2008- 2020)</li> <li>• MUET Band 5 &amp; 5+ (2021)</li> <li>• IELTS Band 6.5 – 9.0</li> <li>• TOEFL Paper – Based Test (550 – 677)</li> <li>• TOEFL Computer – Based Test (213 – 300)</li> <li>• TOEFL Internet – Based Test (79 – 120)</li> <li>• PTE (Academic) (58 – 90)</li> <li>• FCE (A)</li> <li>• GCE A Level (English) (B &amp; A)</li> </ul>
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
<b><u>COMPULSORY</u></b>  GLT1018 – Proficiency in English I	<b><u>COMPULSORY</u></b>  GLT1021 – Proficiency in English II	<b><u>COMPULSORY</u></b>  GLT1024 – Proficiency in English III	<ul style="list-style-type: none"> <li>• GLT1027– Advanced Oral Communication*</li> <li>• GLT1028 – Advanced Business</li> </ul>

<b>** CHOOSE ONE :</b> <ul style="list-style-type: none"> <li>● GLT1019 – Let’s Speak</li> <li>● GLT1020 – Fundamental Writing</li> </ul>	<b>** CHOOSE ONE :</b> <ul style="list-style-type: none"> <li>● GLT1022 – Speak Up</li> <li>● GLT1023 – Effective Workplace Writing</li> </ul>	<b>** CHOOSE ONE :</b> <ul style="list-style-type: none"> <li>● GLT1025 – Effective Oral Communication</li> <li>● GLT1026 – Writing at the Workplace</li> </ul>	Writing* *(Students can only register for one course per semester)
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\*\* 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.

*Languageunit-fbl-rm(12/4/2021)*



## 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"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> </ul>	<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"> <li>• MUET Band 2 *(2008-2020)</li> <li>• MUET Band 2 &amp; 2.5 (2021)</li> <li>• IELTS Band 4.0</li> <li>• TOEFL Paper – Based Test (437 – 473)</li> <li>• TOEFL Computer – Based Test (123 – 150)</li> <li>• TOEFL Internet – Based Test (41 – 52)</li> <li>• PTE (Academic) – (10 – 28)</li> </ul>
2.	<p>GLT 1019 - Let's Speak</p> <ul style="list-style-type: none"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> <li>• Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C</li> </ul>	<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"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> <li>• Prerequisite: Students must pass GLT1018 (Proficiency in English I) with grade C</li> </ul>	<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"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> </ul>	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"> <li>• MUET Band 3 (2008-2020)</li> <li>• MUET Band 3 &amp; 3.5 (2021)</li> <li>• IELTS Band 4.5 – 5.0</li> <li>• TOEFL Paper – Based Test (477 – 510)</li> <li>• TOEFL Computer – Based Test (153 – 180)</li> <li>• TOEFL Internet – Based Test (53 – 64)</li> <li>• PTE (Academic) – (29 - 41)</li> </ul>
5.	GLT1022 – Speak Up <ul style="list-style-type: none"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> <li>• Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C</li> </ul>	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"> <li>• Pass GLT1021 with grade C</li> </ul>
6.	GLT1023 - Effective Workplace Writing <ul style="list-style-type: none"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> <li>• Prerequisite: Students must pass GLT1021 (Proficiency in English II) with grade C</li> </ul>	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"> <li>• Pass GLT1021 with grade C</li> </ul>

NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
7.	GLT1024 - Proficiency in English III <ul style="list-style-type: none"> <li>• Offered in Semesters 1 &amp; 2</li> </ul>	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"> <li>• MUET Band 4 (2008 – 2020)</li> <li>• MUET Band 4 &amp; 4.5 (2021)</li> <li>• IELTS Band 5.5 – 6.0</li> <li>• TOEFL Paper – Based Test (513 – 547)</li> <li>• TOEFL Computer – Based Test (183 – 210)</li> <li>• TOEFL Internet – Based Test (65-78)</li> <li>• PTE (Academic) – (42 – 57)</li> <li>• FCE (B &amp; C)</li> <li>• GCE A Level (English) (Minimum C)</li> <li>• IGCSE/GCSE (English) (A, B &amp; C)</li> </ul>
8.	GLT1025 - Effective Oral Communication <ul style="list-style-type: none"> <li>• 2 credits</li> <li>• Offered in Semesters 1 &amp; 2</li> <li>• Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C</li> </ul>	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"> <li>• Pass GLT1024 with grade C</li> </ul>

9.	<p>GLT1026 - Writing at the Workplace</p> <ul style="list-style-type: none"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> <li>• Prerequisite: Students must pass GLT1024 (Proficiency in English III) with grade C</li> </ul>	<p>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.</p>	<p>CEFR B2+/ Low C1</p> <ul style="list-style-type: none"> <li>• Pass GLT1024 with grade C</li> </ul>
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NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
10.	<p>GLT1027 Advanced Oral Communication</p> <ul style="list-style-type: none"> <li>• 2 Credits</li> <li>• Offered in Semesters 1 &amp; 2</li> </ul>	<p>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.</p>	<p>CEFR C1</p> <ul style="list-style-type: none"> <li>• MUET Band 5 &amp; Band 6 (2008- 2020)</li> <li>• MUET Band 5 &amp; 5+ (2021)</li> <li>• IELTS Band 6.5 – 9.0</li> <li>• TOEFL Paper – Based Test (550 – 677)</li> <li>• TOEFL Computer – Based Test (213 – 300)</li> <li>• TOEFL Internet – Based Test (79 – 120)</li> <li>• PTE (Academic) (58 – 90)</li> <li>• FCE (A)</li> <li>• GCE A Level (English) (B &amp; A)</li> </ul>

11.	<p>GLT1028 Advanced Business Writing</p> <ul style="list-style-type: none"><li>• 2 Credits</li><li>• Offered in Semesters 1&amp; 2</li></ul>	<p>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</p>	
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## DESCRIPTION OF UNIVERSITY COURSES

<b>CIX2005: ENTREPRENEURSHIP</b>	<b>3 CREDITS</b>
<p><b>SYNOPSIS:</b> 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.</p>	
<p><b>Level of Required Proficiency:</b> Not Applicable</p>	
<b>GLT1017: BASIC MALAY LANGUAGE</b>	<b>2 CREDITS</b>
<p><b>SYNOPSIS:</b> This course emphasises mastering basic skills in Malay for international students enrolled in the undergraduate study programmes. The course includes four skills, which are pronunciation and speaking; listening, reading and writing in Malay for basic communication. Emphasis is given to oral and written exercises.</p>	
<p><b>Level of Required Proficiency:</b> Not Applicable</p>	
<b>GIG1012: PHILOSOPHY AND CURRENT ISSUES</b>	<b>2 CREDITS</b>
<p><b>SYNOPSIS:</b> 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.</p>	
<p><b>Level of Required Proficiency:</b> Not Applicable</p>	
<b>GIG1013: APPRECIATION OF ETHICS AND CIVILIZATIONS</b>	<b>2 CREDITS</b>
<p><b>SYNOPSIS:</b> 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.</p>	
<p><b>Level of Required Proficiency:</b> Not Applicable</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		4.0	Distinction
75.00-79.99	A	3.7	Distinction
	A-		
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

<b>Degree Awarded</b>	<b>CGPA</b>	<b>Intake : Session 2002/2003 onwards</b>
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](mailto: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/umfassociationn/>



### **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 : 8.30am – 5.30pm (Lunch hour : 1.00pm – 2.00pm)

Friday : 8.30am – 12.15pm

2.45pm – 5.30pm

(Lunch hour : 12.15pm – 2.45pm)

### LOCATION

The Undergraduate Office is located at Ground Floor, H10 Building (near to Meseum 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](mailto: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.*



UNIVERSITI  
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*Faculty of Business and Economics*

