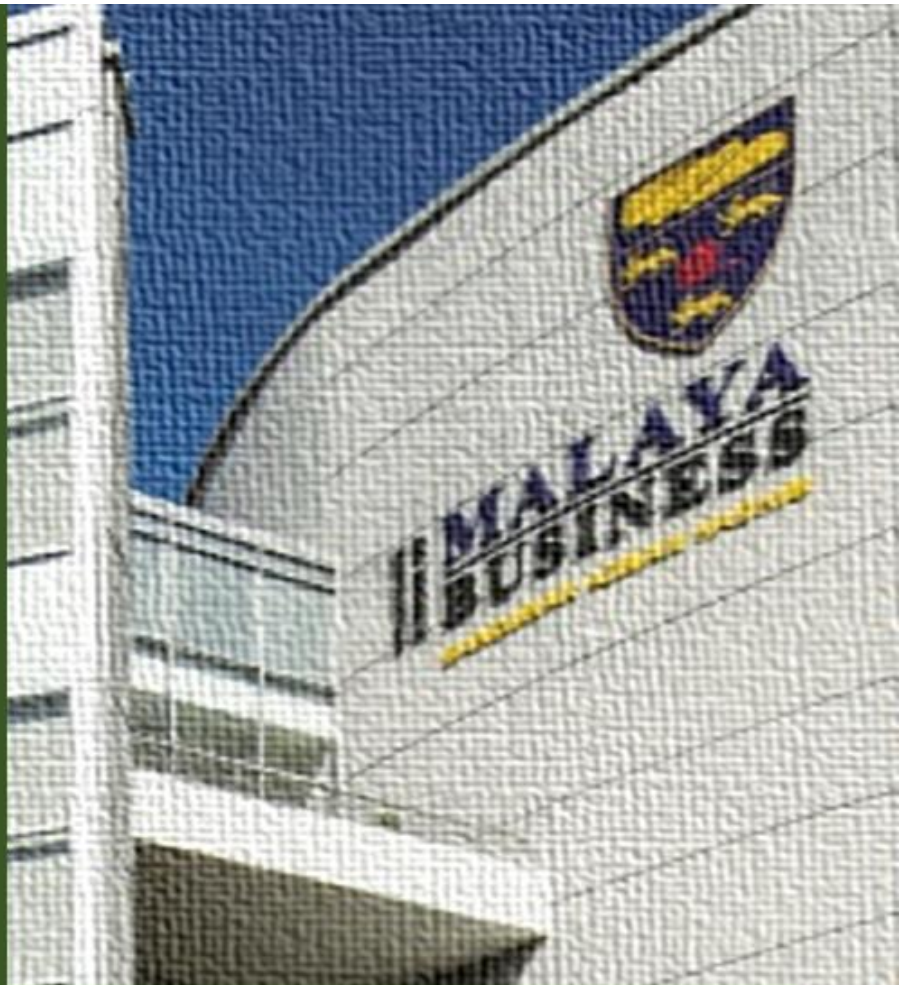


Faculty of Business and Economics



Bachelor of Business Administration Programme Handbook 2021/2022



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DEAN'S MESSAGE

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 so that the students are ready for their careers. We aspire to prepare them 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 positions in Malaysia. Our programmes are reviewed and revised on regular basis to ensure the syllabus are suitable 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). 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 business schools in the region.

We are continuously working on improving our facilities to provide conducive learning environment to our students and staff. The Azman Hashim Building which was fully funded by a generous donation from Yayasan Azman Hashim, the iconic and state-of-the-art building fully equipped with modern facilities, offers a very conducive and comfortable learning environment for the students. Our well qualified lecturers are committed 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. This diverse environment will certainly enhance your learning experience through exchange of ideas and expose you to an array of perspectives.

The programme handbooks and the faculty website provide more information about the programs 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

ACADEMIC CALENDAR 2021/2022 SESSION

SEMESTER I			
Course Registration (Module)	2 weeks	24.09.2021	- 08.10.2021
<i>(Refer Registration Schedule at https://umsitsguide.um.edu.my/)</i>			
Orientation (Week of Welcome) - WOW	1 week	10.10.2021	- 17.10.2021
Lectures	7 weeks*	18.10.2021	- 05.12.2021
Mid-Semester I Break	1 week	06.12.2021	- 12.12.2021
Lectures	7 weeks*	13.12.2021	- 30.01.2022
Revision Week	1 week*	31.01.2022	- 06.02.2022
Semester I Final Examination	2 weeks	07.02.2022	- 20.02.2022
Semester Break	3 weeks	21.02.2022	- 13.03.2022
	<u>24 weeks</u>		
SEMESTER II			
Course Registration (Module)	2 weeks	18.02.2022	- 04.03.2022
<i>(Refer Registration Schedule at https://umsitsguide.um.edu.my/)</i>			
Lectures	7 weeks*	14.03.2022	- 01.05.2022
Mid-Semester II Break	1 week*	02.05.2022	- 08.05.2022
Lectures	7 weeks*	09.05.2022	- 26.06.2022
Revision Week	1 week	27.06.2022	- 03.07.2022
Semester II Final Examination	2 weeks*	04.07.2022	- 17.07.2022
	<u>20 weeks</u>		
SEMESTER BREAK			
Break	9 weeks*	18.07.2022	- 18.09.2022
SPECIAL SEMESTER			
Course Registration (Module)	1 week	01.07.2022	- 08.07.2022
Lectures	7 weeks*	18.07.2022	- 04.09.2022
Special Semester Final Examination	1 week	05.09.2022	- 11.09.2022
Break	1 week*	12.09.2022	- 18.09.2022
	<u>10 weeks</u>		

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

National Day (31 August 2021)
Malaysia Day (16 September 2021)
Maulidur Rasul (19 October 2021)
Deepavali (4 November 2021)
Christmas Day (25 December 2021)
New Year (1 January 2022)
Thaipusam (18 January 2022)
Federal Territory Day (1 February 2022)

Chinese New Year (1 & 2 February 2022)
Nuzul Al-Quran (19 April 2022)
Labour Day (1 May 2022)
Eidul Fitri (2 & 3 May 2022)
Wesak Day (15 May 2022)
His Majesty's King's Birthday (6 June 2022)
Eidul Adha (9 July 2022)
Awal Muharam (30 July 2022)
National Day (31 August 2022)

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

- Passion
- Oneness
- Integrity
- Sincerity
- Empathy



THE MANAGEMENT OF THE FACULTY OF BUSINESS AND ECONOMICS

Dean	:	Prof. Dr. Che Ruhana Isa PhD (UPM), MSc (LSE), BBA (Acc) (Oklahoma State), Associate Member MIA, Associate CPA(M) cruhana@um.edu.my / dekan_fpe@um.edu.my
Deputy Dean (Undergraduate)	:	Assoc. Prof. Dr. Mohd Zulkhairi Mustapha PhD (Cardiff), MBA (Acc) (UM), BSc (Acc) (Cardiff), Associate CPA(M) zulkhairi@um.edu.my
Deputy Dean (Postgraduate)	:	Assoc. Prof. Dr. Yong Chen Chen PhD, MEd, BSc (UPM) ccyong@um.edu.my
Deputy Dean (Research & Executive Education)	:	Assoc. Prof. Dr. Datin Izlin Ismail PhD (Nottingham), MSc (Cass), BSc (LSE) izlin@um.edu.my
Head of Department:		
Department of Accounting	:	Assoc. Prof. Dr. Zarina Zakaria PhD (Nottingham), MBA (Acc) (UM), BSc (Cardiff), ACCA, Associate CPA(M) zarinaz@um.edu.my
Department of Finance	:	Assoc. Prof. Dr. Nurul Shahnaz Ahmad Mahdzan PhD (Nottingham), MBA (UM), BBA (Ohio) n_shahnaz@um.edu.my
Department of Management	:	Assoc. Prof. Dr. Ezlika Mohd Ghazali PhD (Warwick), MBA (UM), BBA (De Montfort) ezlika@um.edu.my
Department of Economics and Applied Statistics	:	Dr. Nurulhuda Mohd Satar PhD (UWM), MEd, BEc (Mal) nurulhuda@um.edu.my
Department of Development Studies	:	Assoc. Prof. Dr. VGR Chandran Govindaraju PhD (Mal), M.Sc. (Env.Management) (UKM), BA (UKM) vgrchandran@um.edu.my
Department of Public Admin	:	Assoc. Prof. Dr. Kuppusamy Singaravelloo PhD (UPM), MPA, BSc (Mal) kuppusamy_s@um.edu.my

PROGRAMME COORDINATORS

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Bachelor of Business Administration	:	Dr. Phoong Seuk Wai phoongsw@um.edu.my
Bachelor of Finance	:	Assoc. Prof. Dr. Mohd Edil Abd Sukor mohdedil@um.edu.my
Bachelor of Economics	:	Dr. Ng Yin Mei yinmei.ng@um.edu.my

ADMINISTRATIVE AND SUPPORT STAFF

Principal Assistant Registrar	:	Mr. Mohd Nasruddin bin Kaichi Maiden thenash86@um.edu.my
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Assistant Registrar (Undergraduate II)	:	Ms. Nor Hidayah Mohd Zawawi hidayahz@um.edu.my
Administrative Assistant	:	1) Mdm. Syahrul Hasnah Ahmad hasnah@um.edu.my (Bachelor of Accounting) 2) Mdm. Razimah Ab Lazak razimah@um.edu.my (Bachelor of Business Administration) 3) Mdm. Helwarahanim Ahmad Saldi helwa@um.edu.my (Bachelor of Finance) 4) Ms. Vel Kalashini Pathma Sivan shini@um.edu.my (Bachelor of Economics) 5) Mdm. Raja Norasita Raja Khairun @ R. Zainal asnita@um.edu.my 6) Mr. Fakhrur Radzie Zulkifli radzie@um.edu.my

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BACHELOR OF BUSINESS ADMINISTRATION (BBA)

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">1. Illustrate knowledge in related business disciplines including management, marketing, finance & banking, and operations & information systems management2. Solve business and organisational issues using business-related concepts, principles and techniques3. Demonstrate practical skills in business-related disciplines4. Work in a diverse team5. Communicate effectively in written and oral forms6. Implement solutions to business-related problems using digital technologies7. Implement solutions to business-related problems using quantitative skills8. Demonstrate autonomy and leadership skills in managing responsibilities9. Form self-directed life-long learning and entrepreneurial skills10. Conform to ethical and professional conduct		

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

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 on 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
UNIVERSITY COURSES		
Required for all students		
CIX2005 Entrepreneurship	3	
GLTXXXX English Language Course ¹	4	
Co-curriculum [Choose one (1)]	2	
GKA1001 Attach@Industry		
GKI1001 Independent Research		
GKK1001 Community Service		
GKP1001 Talent Development		
GKS1001 Volunteerism		
GIG1012 Philosophy and Current Issues (<i>required for Malaysian students</i>) OR	2	
GLT1017 Basic Malay Language (<i>required for International Students</i>)		
GIG1013 Appreciation of Ethics and Civilizations	2	
Total	13	
CORE COURSES		
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	
Total	49	
PROGRAMME SPECIALISATION / ELECTIVE COURSES		
Specialisation:	33	
<ul style="list-style-type: none"> ▪ Students are required to choose one of the following specialisations: <ul style="list-style-type: none"> ○ Management 		

<ul style="list-style-type: none"> ○ 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. <p>Elective Courses:</p> <ul style="list-style-type: none"> ▪ 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. 	18	
Total	51	
INDUSTRIAL TRAINING		
CIB 3004 Industrial Training ⁵	9	Students who have accumulated at least 50 credits and attended preparatory course for Industrial Training
Total	122	

LIST OF SPECIALISATION COURSES

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
MANAGEMENT SPECIALISATION COURSES (CHOOSE 11 COURSES)³			
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
Total	33		
MARKETING SPECIALISATION COURSES (CHOOSE 11 COURSES)³			
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	33		
OPERATIONS AND INFORMATION SYSTEMS MANAGEMENT COURSES (CHOOSE 11 COURSES)³			
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	33		

List of Faculty Elective Courses⁴

For Management Specialisation

COMPONENT	CREDITS	PRE-REQUISITE	SUGGESTION
Choose four (4) courses from this list (4 courses x 3 credits):			
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
Choose four (4) courses from this list (4 courses x 3 credits):			
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
Choose four (4) courses from this list (4 courses x 3 credits):			
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		CREDI T	COURSE		CREDIT
University Courses					
			Required for all students		
			GLTX XXX	English Language Course (1) ¹	2
			GLTX XXX	English Language Course (2) ¹	2
Required for local students					
GIG101 2	Philosophy and Current Issues	2			
GIG101 3	Appreciation of Ethics and Civilisations	2			
Required for international students					
GIG101 3	Appreciation of Ethics and Civilisations (in English)	2			
GLT101 7	Basic Malay Language	2			
Core Course					
CIB100 1	Management	3	CIA1001	Introductory Accounting	3
CID100 1	Management Information System	3	CIX1002	Principles of Macroeconomics	3
CIF100 1	Principles of Marketing	3	CIX1005	Business Communication: A Critical Thinking Approach	3
CIX100 1	Principles of Microeconomics	3	CIX2007	Commercial Law	3
CIX100 4	Quantitative Analysis for Business	3	CIX1003	Business Statistics	3
			Specialisation/Elective		
			Student Holistic Empowerment (SHE) Courses ²		
			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	19		Total credit registered each semester	19 + (2 from SHE)	

YEAR 2					
SEMESTER 1			SEMESTER 2		
COURSE		CRED IT	COURSE		CREDIT
University Courses					
Co-curriculum [Choose one (1)]					
GKA1001	Attach@Industry	2	CIX2005	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					
			Student Holistic Empowerment (SHE) Courses ²		
			Choose one (1) course from each cluster.		
				Cluster: Thinking Matters	4
				Cluster: Emotional & Spiritual Intelligence	
				Cluster: Global Issue & Community Sustainability	
Specialisation					
Students are required to choose one of the following specialisations:					
▪ Management					
▪ Marketing					
▪ Operations and Information Systems Management					
Elective ⁴					
Number of courses to be taken throughout the study: 4 courses					
Total credit registered each semester	8 + 12 (combination from specialisation/elective)		Total credit registered each semester	6 + (4)from SHE + 9 (combination from specialisation/elective)	

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

Note:

- 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.
- 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.
- 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.
- 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.

Industrial Training

CIA3006 INDUSTRIAL TRAINING		12 Credits
Synopsis: 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 accounting practices.		
Course Pre-requisite(s) : Pass CIA1004, CIA2012, CIA2001 and CIA2011. Students who have accumulated at least 60 credit hours and passed 4 courses. Attended preparatory course for Industrial Training.		
Assessment Methods : Continuous Assessment: 100%, Final Examination: 0% Internship Report: 45% Logbook: 5%		

ENGLISH LANGUAGE COURSES

ENGLISH COMMUNICATION PROGRAMME (UNIVERSITY COURSE) FACULTY OF LANGUAGES AND LINGUISTICS LIST OF COURSES TO BE COMPLETED BY ALL STUDENTS			
PATH 1	PATH 2	PATH 3	PATH 4
<ul style="list-style-type: none"> • MUET BAND 2 • 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 • 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 • 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 • 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)
<i>Students need to complete 2 courses (2 courses x 2 credits each) from this PATH</i>	<i>Students need to complete 2 courses (2 courses x 2 credits each) from this PATH</i>	<i>Students need to complete 2 courses (2 courses x 2 credits each) from this PATH</i>	<i>Students need to complete 2 courses (2 courses x 2 credits each) from this PATH</i>
<u>COMPULSORY</u> <ul style="list-style-type: none"> • GLT1018 – Proficiency in English I 	<u>COMPULSORY</u> <ul style="list-style-type: none"> • GLT1021 – Proficiency in English II 	<u>COMPULSORY</u> <ul style="list-style-type: none"> • GLT1024 – Proficiency in English III 	<ul style="list-style-type: none"> • GLT1027– Advanced Oral Communication*

** CHOOSE ONE : <ul style="list-style-type: none"> GLT1019 – Let's Speak GLT1020 – Fundamental Writing 	** CHOOSE ONE : <ul style="list-style-type: none"> GLT1022 – Speak Up GLT1023 – Effective Workplace Writing 	** CHOOSE ONE : <ul style="list-style-type: none"> GLT1025 – Effective Oral Communication GLT1026 – Writing at the Workplace 	<ul style="list-style-type: none"> GLT1028 – Advanced Business Writing* <p>*(Students can only register for one course per semester)</p>
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****** 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.	GLT1018 : Proficiency in English I 2 Credits	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.	<ul style="list-style-type: none"> MUET BAND 2 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.	GLT1019: Let's Speak 2 Credits	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.	<ul style="list-style-type: none"> Prerequisite: Pass GLT1018 with grade C
3.	GLT1020: Fundamental Writing 2 Credits	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.	<ul style="list-style-type: none"> Prerequisite: Pass GLT1018 with grade C

4.	GLT1021: Proficiency in English II 2 Credits	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.	<ul style="list-style-type: none"> • MUET BAND 3 • 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)
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NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
5.	GLT1022: Speak Up 2 Credits	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.	<ul style="list-style-type: none"> • Prerequisite: Pass GLT1021 with grade C
6.	GLT1023: Effective Workplace Writing 2 Credits	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.	<ul style="list-style-type: none"> • Prerequisite: Pass GLT1021 with grade C

7.	GLT1024: Proficiency in English III 2 Credits	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.	<ul style="list-style-type: none"> • MUET BAND 4 • 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 2 Credits	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.	<ul style="list-style-type: none"> • Prerequisite: Pass GLT1024 with grade C
NO.	CODE & TITLE (NO. OF CREDITS)	SYNOPSIS	LEVEL OF REQUIRED PROFICIENCY
9.	GLT1026: Writing at the Workplace 2 Credits	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.	<ul style="list-style-type: none"> • Prerequisite: Pass GLT1024 with grade C

10.	GLT1027: Advanced Oral Communication 2 Credits	This course aims to develop advanced communication skills among students when delivering presentations and interacting in group discussions in diverse settings. Students will prepare and deliver organized, impactful presentations on a variety of topics using appropriate language, style and structure to engage the audience. Students will also be exposed to different communication strategies to enable them to interact effectively and communicate with clarity in collaborative discussions.	<ul style="list-style-type: none"> • MUET BAND 5 & BAND 6 • 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 2 Credits	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.	<ul style="list-style-type: none"> • MUET BAND 5 & BAND 6 • 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)

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.	
Level of Required Proficiency: Not Applicable	

GLT1017: BASIC MALAY LANGUAGE	2 CREDITS
SYNOPSIS: 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.	
Level of Required Proficiency: Not Applicable	

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.	
Level of Required Proficiency: Not Applicable	

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.	
Level of Required Proficiency: Not Applicable	

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

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:

- Check the list and details of the partner universities in various countries through <https://isc.um.edu.my>
- Check for the courses offered and information on the student exchange programme on the partnering University's website.
- Check out the application procedures and financial provisions through the International Student Centre website (<https://isc.um.edu.my>). ISC provides funding for exchange programme purposes.
- Get advice from the Faculty Student Mobility Coordinator regarding the suitability of courses to be taken.
- Students who receive insufficient funding from ISC may apply for the Lim Goh Tong Student Exchange Award by applying to the Dean of the Faculty.

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 Centre for the Initiation of Talent and Industrial Training (CITra): -

Email : citra@um.edu.my
Phone Number : +603-7967 5408
Fax Number : +603-7967 5427

STUDENT AWARDS

DEAN LIST AWARD

Is awarded to students who have obtained a Grade Point Average of at least 3.7 and who have taken at least 15 credits in a particular semester. This award is given every semester.

UNIVERSITY BOOK PRIZE

Is awarded to students who graduate with Honors (Distinction) and obtain a CGPA of 3.70 and above.

HARCHARAN SINGH KHERA MEMORIAL AWARD

Is awarded to the best student of Bachelor of Economics in specialization of Economics. The recipient will be presented with books worth RM200.00.

LESLIE WONG AWARD

Is awarded to excellent BAcc, BBA and BFin graduates of the current year.

ANTHONY FRANCIS FERNANDES AWARD

Is awarded to selected first year students with a GPA of 3.5 and above. The award is open for application every semester.

DELOITTE EXCELLENCE AWARD

Is awarded to the best BAcc students in taxation and auditing courses in every semester.

CIMB ACHIEVEMENT PRIZE

Is awarded to the two (2) year 3 BFin students (best in academic and co-curricular).

SUNWAY TES- ICAEW EXCELLENT SCHOLARSHIP

Is awarded to 10 BAcc graduates with CGPA 3.5 and above who are employed by the Big 5 accounting firms to pursue an ICAEW qualification.

MICPA EXCELLENCE AWARD

Is awarded to the best accounting graduate.





PROKHAS AWARD

Is awarded to an excellent BAcc graduate (academic and co - curriculum)

STUDENT ACTIVITIES

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

1. University Malaya Accounting Club (UMAC)
2. University Malaya Business Club (UMBC)
3. University Malaya Finance Association (UMFA)
4. Persatuan Ekonomi Universiti Malaya (PEKUMA)

			
UMAC	UMBC	UMFA	PEKUMA
Dr. Khairul Saidah Abas Azmi	Dr. Hazlina Hashim	Prof. Dr. Rubi Ahmad	Dr. NurulHuda Mohd Satar
n_hashim@um.edu.my	khairul_saidah@um.edu.my	rubi@um.edu.my	nurulhuda@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 2021/2022 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.

Connect with us



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