

Faculty Information Booklet

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FACULTY OF BUSINESS AND LAW

MultimediaUniversity
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1. INTRODUCTION

Faculty of Business and Law (FBL) is one of the seven faculties in Multimedia University. Located at the Melaka campus, FBL offers eight bachelor degree programmes in the areas of Accounting, Business Administration, Knowledge Management and Law. With the support of well qualified and dedicated academic staff as well as state-of-the-art facilities, FBL provides its students abundant opportunities for intellectual, personal and professional growth. Unarguably, FBL graduates have been highly sought after by employers in Malaysia and abroad. They are graduates who possess the mind-set, skill-set and tool-set in meeting the challenges of a highly competitive global environment.

FBL offers degree programmes at both undergraduate and postgraduate levels. The following programmes are offered at the undergraduate level:

1. Bachelor of Accounting (Honours)
2. Bachelor of Business Administration (Honours) (Banking and Finance)
3. Bachelor of Business Administration (Honours) (International Business)
4. Bachelor of Business Administration (Honours) (Human Resource Management)
5. Bachelor of Business Administration (Honours) (Marketing Management)
6. Bachelor of Business and Knowledge Management (Honours)
7. Bachelor of Law (Honours)

Bachelor of Business Administration (Honours) Entrepreneurship is temporarily ceased but will be re-offered again in the future.

Apart from undergraduate programmes, FBL also offers post-graduate programmes as below:

1. Master of Philosophy (by research)
2. Doctor of Philosophy (by research)

In line with continuous improvement, FBL staff and students are actively engaged in research activities. Their research areas include management, accounting, finance, law, economics, entrepreneurship, marketing, etc. All research activities are attached to and supported by various research centres in the university. The centres that are attached to FBL are Centre for E-Services Entrepreneurship & Marketing (CESEM), Centre for Globalization and Sustainable Research (CGSR) and Centre for Technology & Legal Research (CTLR).

FBL Building (Block A) is located on the left side of the main entrance to MMU, Melaka campus. Academic staff rooms are located on 1st, 2nd, 4th and 5th floors of FBL Building. On the other hand, academic staff rooms of Law Department are located on the 4th and 5th floor of CDP Building (Block B). FBL administrative office is located on the 5th floor of FBL building, while computer labs are located on the 3rd floor of the same building.

*** Disclaimer: All information provided in this handbook is correct at the time of print.**

2. FACULTY STAFF

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3. FACULTY ADMINISTRATION OFFICE SERVICES

In general, administration office services support teaching, research and other academic activities of students and staff in the faculty.

For the students, the administration office ensures that a comprehensive set of administrative procedures that meets their needs are in place. The services provided include a coherent set of procedures in relation to, and assistance with, the following:

- a) Course administration: timetable, registration, add-drop, withdrawal, examination, academic evaluation, credit transfer and leave of absence.
- b) Student Administration: change of programme/ major, campus transfer, student records.
- c) Student grievance procedures: the office is responsible for the administration of the student grievance procedures. Advice is available from the Faculty Assistant Managers.
- d) Secretariat of Services: the office provides the secretariat support to the Faculty Board including the production of agendas and minutes of the meeting, servicing the faculty committees and preparation of official documents.

The office is also responsible in providing computing facilities to students. This includes usage of Internet accessed computers, printers and other devices.

4. ACADEMIC ADVISORY PROGRAMME

This programme aims to provide students with an environment of continuous academic advisory support with up-to-date academic information on the subjects and other academic matters.

- a) Each student will be assigned an academic advisor during Trimester 1 of Beta level.
- b) Academic advisors are the lecturers or tutors of the faculty.
- c) Under normal circumstances, an academic advisor will be assigned to a student throughout the student's period of candidature.
- d) Students may check the name of their academic advisors from online Student Information Centre.
- e) The academic advisor will provide necessary advisory support, and monitor students' performance.
- f) Students who scored GPA/ CGPA of 2.50 and below are required to meet their Academic Advisor for assessment evaluation, i.e.:
 - Every early trimester – students see their academic advisor to discuss the subjects registered and other workload, as well as reporting their previous examination results, and/or
 - Before the end of a trimester – to discuss subjects to be taken next trimester as well as their study loads.
- h) Students may see their respective academic advisors during the consultation hours of the academic advisor.
- i) After meeting the academic advisor, a report will be submitted by the academic advisor. Students may see the report online.
- j) Without the academic advisor's report, the student will not be able to register for subjects in the following trimester.
- k) Students are reminded that they are responsible for any problems faced in the course registration for a new trimester if they fail to meet the academic advisor in the current trimester.
- l) The academic advisor will refer the students to student counsellor if deemed necessary.

5. CREDIT TRANSFER POLICY

1. Students who were granted credit transfer are not required to take the subject again in the faculty.
2. Only selected subjects as approved by the faculty can be considered for credit transfer. (Refer to Appendix 1.)
3. Award of credit transfer will be based on the academic and faculty requirements and shall be at the full discretion of the Dean.
4. The award of credit transfer will be administered on a case to case basis.
5. Students are required to fill up the credit transfer form available at <http://online>. (Refer to "Online events" and click Credit Transfer.) If you are outside the campus, log onto <http://online.mmu.edu.my>
6. Students are advised to apply for subjects that they are ONLY qualified for credit transfer.
7. The students' application for credit transfer will only be considered when they have submitted their applications online, and also print and submit the printed online form together with the following documents to the faculty (in hard copies) before the closing date:
 - a) A copy of FOSEE/SPM/STPM/MUET/diploma exam certificate and/or
 - b) An official transcript of examination results issued by the college/institution attended by the student, giving the complete list of subjects taken and grades obtained, and/or
 - c) A complete syllabus of the subject/s, which the applicant is applying for credit transfer. (Except for SPM/STPM/MUET exams and all MMU courses) and/or
 - d) A copy of the Diploma

A. For all students:

The subjects and conditions required for application for credit transfers are as follows:

1. BAE1010 Preparatory Management English

Credit transfer for this subject is allowed for students who have obtained:

- a) a minimum Band 3 in MUET or
 - b) a minimum grade C in all MMU Foundation English subjects: PEN0015 / LEN 0011 (English 1), PEN0025 / LEN 0021 (English 2) and PEN0035 / LEN 0031 (English 3) (without supplementary examination) or
 - c) other qualifications such as:
 - a minimum TOEFL Paper Based Test Score of 520 or TOEFL Computer Based Test Score of 190 or TOEFL Internet Based Test Score of 68; or
 - a minimum IELTS overall band score of 5.5; or
 - a minimum Credit of C6 and above in 1119 English Examination; or
 - a minimum raw score of 134 in MMU IEPT; or
 - any other qualification which is of equivalent level as decided by the Dean of the Faculty.
2. MPW2113 Bahasa Kebangsaan A
Credit transfer for this subject is allowed for students who have obtained:
 - a) At least a grade 'C' or 50 marks for this subject at another institution/college if the syllabus is approved by Malaysian Qualifications Agency (MQA); or
 - b) At least a grade 'C' in Bahasa Melayu at SPM; or
 - c) At least a grade 'C' in Bahasa Malaysia at STPM.

Note: Malaysians who have fulfilled the above requirement shall be required to take a 3 credit hour foreign language subject. They shall only take a foreign language course which is not their native language and they have no formal education in. International students are to choose a foreign language which is not their native language and which they have no formal education in but they are highly encouraged to take up MPW2123 – Bahasa Kebangsaan B.

3. MPW2143 Islamic Studies OR MPW2153 Moral and Ethics
Credit transfer for this subject is allowed for students who have obtained:

At least a grade 'C' or 50 marks if the student has attended and passes this subject at another institution (including MMU) and the syllabus is approved by the Malaysian Qualifications Agency (MQA).

4. MPW2133 Malaysian Studies
Credit transfer for this subject is allowed for students who have obtained:

At least a grade 'C' or 50 marks if the student has attended and passed this subject at another institution (including MMU) and the syllabus is approved by the Malaysian Qualifications Agency (MQA).

B. For students with diploma qualification

1. The diploma must be of at least 2 years (full time) in duration after SPM, and students must have already been awarded the Diploma.
2. The syllabus of the subjects must cover a minimum of 70% of MMU syllabus.
3. Subjects for credit transfer must have a minimum grade of B (as per the Faculty's standard).
4. Any subject in the diploma course can only be used once for the purpose of credit transfer to one MMU subject.
5. The Faculty may interview the applicant, if deemed necessary. Students will be informed about the interview on the Bulletin Board.
6. A maximum of 40 credit hours may be granted through credit transfer inclusive of university subjects into MMU's academic programmes.
7. All credit transfer applications must be made once only, i.e. in the first trimester of beta year.

Closing date for application for credit transfer: **Thursday, 15 March 2012, 4.00pm.**
Late application and submission of necessary documents will not be considered for credit transfer unless with the Dean's approval.

Note: Delay in the application for credit transfer results in delay of course registration in the future trimester. Students are therefore reminded to be fully responsible for such possible consequence.

6. LEAVE OF ABSENCE (LOA)

1. There are certain reasons why students would have to take leave of absence. Some of the reasons would be due to:
 - genuine personal problem
 - financial problem
 - medical problem, and also, the possibility of,
 - no subjects to register
2. Students, who find themselves in the situations stated above, may apply for leave of absence and they may apply for it through on-line. (Refer to No. 9). Maximum period of leave of absence is three trimesters.
3. The approval for LOA is at the discretion of the Dean. An interview with the student may be required to ascertain the reason for LOA.
4. Once the application for LOA is approved, a letter will be sent to the student from ERU.
(Note: It is a norm that the ERU will also give briefings to the new intake of students on this matter during registration week. However, students may visit the FBL Admin office if they require further information).
5. Those students, who do not apply for leave of absence and yet, do not register for any subjects for a particular trimester, would be sent a letter of 'confirmation status' by the ERU asking them to justify for their absence.
(Please take serious note that ALL STUDENTS must register AT LEAST ONE SUBJECT per trimester if they are not applying for Leave of Absence).
6. Upon receipt of ERU's letter, the students will then need to reply to the letter within 14 days. Failing to do so would result in 'Discontinuation of Study' of which letter will be sent to the student as 'quitting from studying' at the University.
7. However, the students may appeal to the Head of ERU to continue their studies, if the absence involves one to two trimesters.
8. The student may make an appeal to the President to continue their study should it involves three trimesters.
9. However, please take NOTE that all decisions will be at the discretion of the University.

7. RULES AND REGULATIONS IN COMPUTER LABS

(FBL computer labs are located at 3rd Floor, FBL Building.)

1. University computing facilities are provided solely for the University's educational, research and administrative activities unless otherwise authorized.
2. Users are allowed to access into the computer labs only with MMU ID. Access is restricted to MMU's faculty, students, and staff. Others may access with written authorization from the Deans, Directors or authorized representatives.
3. Proper attire must be observed in the computer labs. Users are not allowed to wear shorts, mini skirts, sleeveless shirts or slippers while in the computer labs. The Computer Lab Technicians are authorized to prohibit users from accessing the lab if the users do not adhere to these rules.
4. Users should refrain from using any vulgar, distasteful or derogatory language in messages transmitted by electronic mail or interactive sessions. Disruptive talking is also not allowed. The Lab Assistants are authorized to ask users to leave the lab if the users do not comply with the rules.
5. Food, drinks and tobacco are strictly prohibited throughout the computer labs.
6. Users must follow normal standards of computer utilization policies in the use of the computing resources. Recreational use such as internet and email are not supported or accommodated but may be tolerated so long as it does not interfere with the management, operation or availability of the resource for its intended educational purposes.

7. No person shall deliberately or recklessly impair or undermine the usability or performance of computing facilities, the network, system programmes, software or other stored information or data. Typical deliberate and reckless actions includes but not restricted to:
 - Adding computer peripherals
 - Changing the PC configuration of the CPU, monitor, operating system and etc.
 - Removing or relocating computing facilities
 - Printing personal items
 - Infecting the computing facilities with computer virus
 - Run password cracking and network snooping programme
 - Attempt to crash a system or exploit the weaknesses in security at any critical systems (server & networking control systems)
 - Deleting or modifying any file/files or directory/directories installed
 - Adding new files into a directory which are not related to the directory
 - Providing any form of information to any person outside Multimedia University with or without the intention to undermine the integrity of the facilities.
 - Lab software that is copyrighted cannot be copied. Students cannot install, alter or delete any software programme or utility on any computer lab.
8. In the event of the problems with the software or equipment, the Computer Lab Technicians should be notified immediately. Users should not tamper with the computer hardware in any way.
9. Users are responsible for the use and security of their usernames and passwords. Computer accounts are for individual use and should be used only for the purposes for which they were intended for.
10. Users must respect the privacy of others by refraining from accessing their files and/or electronic mail.
11. Computers are available on first come first served basis. Computers may not be reserved in advance for individual use. The Computer Lab Technicians are authorized to make any computer unattended for more than fifteen minutes available to another user and remove all materials left in the lab.
12. The University reserves the right to inspect the content of all the storage media, at any time.
13. Files may be saved to the hard drives on the Lab computers at the user's own risk. Saved files will be periodically deleted without notice. Files should always be backed up to floppy disks.
14. Users must comply with the provisions of current Malaysia law relating to pornography and pornographic materials in any form. Actions including but not restricted to accessing local or international sites to obtain obscene and/or pornographic files, pictures, movies, captions or others are considered "INTENTIONAL" and are subject to disciplinary actions by the University and other enforcement agencies.
15. Users are not allowed to play any form of any COMPUTER GAMES from any source, either hard disk, pen drive, INTERNET, etc at any time.
16. The Faculty will not be responsible for any losses, damages or misplacement of users' belongings in the computer labs.
17. Users must comply with any additional restrictions relating to the use of particular computing facilities.
18. User may not use computing resources for any illegal or unauthorized act. For any violation or abuse of any policies, rules and regulations, equipment, or labs, users will be reported to the Dean of FBL or the respective authorization and may result in suspension or revocation of lab privileges. The University decision regarding the rules and regulations shall be final.

Note:

Pursuant to the provisions of the Copyright Act 1987 (the Act) no individual student, organization, body or group of students of the University shall for any unauthorized purpose copy / reproduce or cause to copy / reproduce or permit the copying / reproducing or the sharing and / or downloading of any copyrighted material or an attempt to do so whether by use of the University's facilities or outside networks or facilities whether in hard copy or soft copy format, to the extent that it shall prejudice the rights of a copyright owner of any material protected under the provisions of sections 3 and 7 of the Act whether for profit or otherwise save as specifically provided for therein. This shall include but not limited to any lecture notes, course packs, thesis, text books, exam questions, and any works of authorship fixed in any tangible medium of expression whether provided by the University or otherwise. Any infringement of this rule shall be a strict liability offence.

8. PROGRAMME COORDINATORS:

Degree Programme	Name/ Position
1. Bachelor of Accounting (Honours)	Dr Ramaiyer Subramaniam Head of Accounting Department
2. Bachelor of Business Administration	En Abdul Halim Bin Abdul Hamid Head of Business Department
▪ Bachelor of Business Administration (Honours) (Banking and Finance)	Ms Suganthi a/p Ramasamy Coordinator of Banking and Finance Programme
▪ Bachelor of Business Administration (Honours) (Entrepreneurship)	En Abdul Halim Bin Abdul Hamid Coordinator of Entrepreneurship Programme
▪ Bachelor of Business Administration (Honours) (International Business)	Ms. Susan Chin Tee Suan Coordinator of International Business Programme
▪ Bachelor of Business Administration (Honours) (Human Resource Management)	Ms. Mazni Binti Alias Coordinator of Human Resource Management Programme
▪ Bachelor of Business Administration (Honours) (Marketing Management)	Mr. Rudaini Sham Bin Abdullah Jumain Coordinator of Marketing Management Programme
3. Bachelor of Business and Knowledge Management (Honours) & Bachelor of Economics (Honours) (International Economics)	Ms Hasmida Binti Jamaluddin Head of Knowledge Management, Economics and Quantitative Analysis Department
4. Bachelor of Law (Honours)	Mr Tay Eng Siang Coordinator of Law Programme

9. IMPORTANT LINKS FOR ALL STUDENTS

1. Only MMU students have access to all the links listed below.
2. Username and password can be found on the reverse side of the student's temporary ID card. Password may be changed by the student but not the username.
 - A. Log onto <http://online> if you are in the campus, log onto <http://online.mmu.edu.my> if you are outside the campus for the following information/applications/registration:
 - A1. Student Information: Refer to "Student". Click "Student Information Center".
 - A2. Course registration and timetable: Refer to "Online events". Click "Course registration". Students may view and print out individual timetable after course registration.
 - A3. Credit Transfer: Refer to "Online events". Click "Credit Transfer/Exemption".
 - A4. Leave of Absence (LOA): Refer to "Student". Click "Leave of Absence".
 - A5. Bulletin Board: Refer to "Hot links". Click "Bulletin Board". This site allows students to view all types of announcement made by all faculties/departments/units in the university. Students are reminded to log onto the Bulletin Board for the latest information at least once in every week.
 - A6. Intranet: Refer to "Hot links". Click "Intranet" for more information on MMU including examination rules and regulations.
 - B. FBL Homepage: <http://fbl.mmu.edu.my/> Students may obtain more information on the faculty.
 - C. MMLS : <https://mmlsmelaka.mmu.edu.my/> Students may download lecture notes, tutorial questions, reading materials, assignment topics, announcements etc of the particular subject registered.

10. COURSE STRUCTURE

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) (HUMAN RESOURCE MANAGEMENT)

YEAR	2012						2013						2014						TOTAL CREDIT HOURS
YEAR OF STUDY	BETA (FIRST) YEAR						GAMMA (SECOND) YEAR						DELTA (THIRD) YEAR						
TRIMESTER	Trimester 3 (S)	Trimester 1 (L)	Trimester 2 (L)	Trimester 3 (L)	Trimester 1 (S)	Trimester 2 (L)	Trimester 3 (S)	Trimester 1 (L)	Trimester 2 (L)	Trimester 3 (S)	Trimester 1 (L)	Trimester 2 (L)	Trimester 3 (L)						
UNIVERSITY SUBJECTS	Co-curriculum	2	Malaysian Studies	3	Workplace Communication	3	*Bahasa Kebangsaan A/B or Foreign Language	3									11		
					Islamic Studies or Moral & Ethics	3											3		
FOUNDATION	Fundamentals of Business and Entrepreneurship	4	Preparatory Management English	3	Foundation of Finance	3	Management Accounting I	3									13		
			Financial Accounting I	3	Introductory Microeconomics	3	Advanced Management English	3	Psychology	3							12		
			Information Systems Concepts	3	Fundamentals of Marketing	3	Introductory Microeconomics	3									9		
			Mathematics for Managers	3	Statistics for Managers	3											6		
			Management	3													3		
CORE					Managing Organisational Behaviour	3	Managing Human Resource	3	Research Methods for Business	3	Industrial Training	6	Electronic Business	3	Business Law	3	21		
					Business Ethics	3			Business Information Systems	3			Management of Strategy	3			9		
									Quality and Operations Management	3							3		
									Malaysian Economy	3							3		
MAJOR							Industrial Relation	3	Compensation and Benefit	3			Recruitment & Selection	3			9		
													Labour Law	3	Training & Development, System, Strategies & Practice	3	6		
													Performance Management	3	Human Resource Information Systems	3	6		
ELECTIVE													Elective I	3	Elective II	3	6		
															Elective III	3	3		
TOTAL SUBJECTS	2		6		6		2		6		6		1		6		5	40	
TOTAL CREDIT HOURS		6		18		18		6		18		18		6		18		15	123

*Malaysian students who have fulfilled the Bahasa Malaysia requirement (either having passed Bahasa Malaysia with a credit at SPM level; or having passed the MPW2113 Bahasa Kebangsaan A during FOSEE/Diploma or other previous studies) shall be required to take a 3CH Foreign Language.

International students are to choose a foreign language which is not their native language and which they have no formal education in but they are highly encouraged to take up Bahasa Kebangsaan B.

Elective Subjects (3 subjects)

2 subjects should be taken from the following:

1. Decision Making(3 Credit Hours)
2. Labour Economics (3 Credit Hours)
3. Leadership (3 Credit Hours)
4. Organisation Development (3 Credit Hours)
5. Human Resource Management Research Project I (2 Credit Hours)**
6. Human Resource Management Research Project II (4 Credit Hours)**

Note: ** Research Projects should be taken as a pair

The other one subject should be taken from other major subjects offered by the other programmes in the Faculty of Business and Law, or elective subjects offered by the Faculty.

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) (MARKETING MANAGEMENT)

YEAR	2012						2013						2014						TOTAL CREDIT HOURS
YEAR OF STUDY	BETA (FIRST) YEAR						GAMMA (SECOND) YEAR						DELTA (THIRD) YEAR						
TRIMESTER JUN	Trimester 3 (S)		Trimester 1 (L)		Trimester 2 (L)		Trimester 3 (S)		Trimester 1 (L)		Trimester 2 (L)		Trimester 3 (S)		Trimester 1 (L)		Trimester 2 (L)		
TRIMESTER MAR	Trimester 1 (S)		Trimester 2 (L)		Trimester 3 (L)		Trimester 1 (S)		Trimester 2 (L)		Trimester 3 (L)		Trimester 1 (S)		Trimester 2 (L)		Trimester 3 (L)		
UNIVERSITY SUBJECTS	Co-curriculum	2	Malaysian Studies	3	Workplace Communication	3		*Bahasa Kebangsaan A/B or Foreign Language	3										11
					Islamic Studies or Moral & Ethics	3													3
FOUNDATION	Fundamentals of Business and Entrepreneurship	4	Preparatory Management English	3	Foundation of Finance	3		Management Accounting I	3										13
			Financial Accounting I	3	Introductory Macroeconomics	3		Introductory Macroeconomics	3										9
			Information Systems Concepts	3	Fundamentals of Marketing	3		Advanced Management English	3	Psychology	3								12
			Mathematics for Managers	3	Statistics for Managers	3													6
			Management	3															3
CORE						Managing Organisational Behaviour	3	Managing Human Resource	3	Research Methods for Marketing	3	Industrial Training	6	Electronic Business	3	Business Law	3		21
						Business Ethics	3			Business Information Systems	3			Management of Strategy	3			9	
										Quality and Operations Management	3							3	
										Malaysian Economy	3							3	
MAJOR								Understanding Consumer	3	Marketing Planning and Management	3			Promotional Management	3	Strategic Marketing	3		12
													Marketing in Services Industry	3	Business-to-Business Marketing	3		6	
													Retailing	3			3		
ELECTIVE													Elective I	3	Elective II	3		6	
															Elective III	3		3	
TOTAL SUBJECTS	2		6		6		2		6		6		1		6		5		40
TOTAL CREDIT HOURS		6		18		18		6		18		18		6		18		15	123

*Malaysian students who have fulfilled the Bahasa Malaysia requirement (either having passed Bahasa Malaysia with a credit at SPM level; or having passed the MPW2113 Bahasa Kebangsaan A during FOSEE/Diploma or other previous studies) shall be required to take a 3CH Foreign Language.

International students are to choose a foreign language which is not their native language and which they have no formal education in but they are highly encouraged to take up Bahasa Kebangsaan B.

Elective Subjects (3 subjects)

2 subjects should be taken from the following:

1. Brand Management (3 Credit Hours)
2. International Marketing (3 Credit Hours)
3. Marketing and Information Technology (3 Credit Hours)
4. Selling and Sales Management (3 Credit Hours)
5. Marketing Management Research Project I (2 Credit Hours)**
6. Marketing Management Research Project II (4 Credit Hours)**

Note: ** Research Projects should be taken as a pair

The other one subject should be taken from other major subjects offered by the other programmes in the Faculty of Business and Law, or elective subjects offered by the Faculty.

BACHELOR OF BUSINESS AND KNOWLEDGE MANAGEMENT (HONOURS)

YEAR	2012						2013						2013						TOTAL CREDIT HOURS
YEAR OF STUDY	BETA (FIRST) YEAR						GAMMA (SECOND) YEAR						DELTA (THIRD) YEAR						
TRIMESTER JUN	Trimester 3 (S)		Trimester 1 (L)		Trimester 2 (L)		Trimester 3 (S)		Trimester 1 (L)		Trimester 2 (L)		Trimester 3 (S)		Trimester 1 (L)		Trimester 2 (L)		
TRIMESTER MAR	Trimester 1 (S)		Trimester 2 (L)		Trimester 3 (L)		Trimester 1 (S)		Trimester 2 (L)		Trimester 3 (L)		Trimester 1 (S)		Trimester 2 (L)		Trimester 3 (L)		
UNIVERSITY SUBJECTS	Co-Curriculum	2			Workplace Communication	3			* Bahasa Kebangsaan A/B or Foreign Language	3					Malaysian Studies	3			11
					Islamic Studies or Moral & Ethics	3													3
FOUNDATION	Fundamentals of Business and Entrepreneurship	4	Management	3	Foundation of Finance	3			Introductory Microeconomics	3							Fundamentals of Marketing	3	16
			Financial Accounting I	3	Introductory Macroeconomics	3			Advanced Management English	3									9
			Information Systems Concepts	3	Statistics for Managers	3			Mathematics for Managers	3									9
			Critical Thinking in Organisations	3															3
			Preparatory Management English	3															3
CORE			Knowledge Management	3	Business Application Development	3	Managing Organisational Behaviour	3	Managing Knowledge Personnel	3	Research Methods for Business	3	Industrial Training	6	Strategic Knowledge Management	3	Quality and Operation Management	3	27
							Business Ethics	3	Database & Systems Analysis	3	Knowledge Auditing & Mapping	3			International Business	3	Business Law	3	15
											Internet & World-Wide Programming	3			Knowledge Commerce	3	Enterprise Systems Planning & Management	3	9
											IT Service Management	3			Knowledge-based Business Systems	3			6
											Decision Support Systems for KM	3							3
											Malaysian Economy	3							3
ELECTIVE														Elective I	3	Elective II	3	6	
TOTAL SUBJECTS	2		6		6		2		6		6		1		6		5		40
TOTAL CREDIT HOURS		6		18		18		6		18		18		6		18		15	123

*Malaysian students who have fulfilled the Bahasa Malaysia requirement (either having passed Bahasa Malaysia with a credit at SPM level; or having passed the MPW2113 Bahasa Kebangsaan A during FOSEE/Diploma or other previous studies) shall be required to take a 3CH Foreign Language.

International students are to choose a foreign language which is not their native language and which they have no formal education in but they are highly encouraged to take up Bahasa Kebangsaan B.

Elective Subjects (2 subjects)

2 subjects should be taken from the following:

1. Advanced Business Applications Development (3 Credit Hours)
2. Business Information Systems (3 Credit Hours)
3. Electronic Business (3 Credit Hours)
4. Innovation Management (3 Credit Hours)
5. Knowledge Networking (3 Credit Hours)
6. Knowledge Strategy Development (3 Credit Hours)
7. Public Policy & Governance in the K-economy (3 Credit Hours)
8. KM Research Project I (2 Credit Hours)**
9. KM Research Project II (2 Credit Hours)**

Note: ** Research Projects should be taken as a pair

11. PRE-REQUISITE TABLE

Course 1			Course 2			Course 3			Course 4			Course 5			
B1	BAC1614	Fundamentals of Fin. Accounting	B2	BAC1624	Management Accounting I	G2	BAC2624	Management Accounting II	D1	BAC3674	Advanced Mgt. Accounting				
			B2	BAC1634	Financial Acc. and Reporting I	G1	BAC2634	Financial Acc. and Reporting II	D1	BAC3634	Corporate Accounting I	E2	BAC4634	Corporate Accounting II	
												E2	BAC3664	Accounting Theory	
										D2	BAC2654	Public Sector Accounting			
						G1	BAC2674	Taxation I	G2	BAC3644	Taxation II	E2	BAC4644	Advanced Taxation	
						G1	BAC2614	Accounting Info. Systems I	D1	BAC3614	Accounting Info. Systems II	E2	BAC4624	Advanced Accounting Info. Systems II	
						G1	BAC2664	Auditing	D2	BAC3624	Advanced Auditing				
								D1	BAC3654	Professional Ethics					
B2	BAC1644	Principles of Finance	G2	BAC2644	Corporate Finance	D2	BAC3684	Securities Inv. and Portfolio Mgt							
B1	BMG1614	Management	G3	BHR3614	Human Resource Management										
			E2	BSM3614	Strategy										
			D2	BOB2614	Organisational Behaviour										
G3	BBL2614	Business Law	D1	BBL3614	Company Law and Sec. Practice										

Note:

B1

The first alphabet refers to year of study. The second digit refers to Trimester. For eg. B1 refers to Beta Trimester 1, indicating when the subject is offered. The code that appears before another code/s indicates that it is a pre-requisite subject. It must be passed before the next subject is registered

Course 1			Course 2			Course 3			Course 4			Course 5					
B2	BQT1614	Quantitative Analysis	D2	BDS4614	Management Dec. Science												
B1	BMG1024	Management	B3	BMO2024	Managing Organisational Behaviour												
			D3	BET2014	Business Ethics												
			G1	BKP2014	Managing Know. Personnel												
			D1	BSM3114	Management of Strategy												
			G1	BIR2084	Industrial Relations												
			G2	BDS2024	Decision Support Sys for K-Mgt												
			G2	BBM2044	Service Business Management												
			G2	BOM2064	Quality and Operations Mgt												
			G1	BHR2044	Managing Human Resource	G2	BCB2044	Compensation and Benefits									
						D1	BPM2084	Performance Management									
			D1	BRS2104	Recruitment and Selection												
			D1	BLL2124	Labour Laws												
			D2	BTD3114	Training and Development												
			D2	BRI3114	Human Resource Info. Systems												
			D2	BOD3134	Organisational Development												

Note:

B1
The first alphabet refers to year of study. The second digit refers to Trimester. For eg. B1 refers to Beta Trimester 1, indicating when the subject is offered.
The code that appears before another code/s indicates that it is a pre-requisite subject. It must be passed before the next subject is registered

Course 1			Course 2			Course 3			Course 4			Course 5		
B2	BST1034	Statistics for Managers	G2	BRM2044	Research Methods for Business	D1	BHP3044	Human Resource Management RP1	D2	BHP3054	Human Resource Management RP2			
						D1	BIP3044	International Business RP1	D2	BIP3054	International Business RP2			
						D1	BFP3044	Banking and Finance RP1	D2	BFP3054	Banking and Finance RP2			
						D1	BEP3044	Entrepreneurship RP1	D2	BEP3054	Entrepreneurship RP2			
						D1	BKR3064	Knowledge Management RP I	D2	BKR3074	Knowledge Management RP II			
			G2	BMR2034	Research Methods for Marketing	D1	BMP3044	Marketing Management RP1	D2	BHP3054	Marketing Management RP2			
B1	BAE1010	Preparatory Management English	G1	BAE1024	Advanced Management English									
B2	BME1014	Introductory Microeconomics	G1	BKE2014	Knowledge Economy									
B2	BME1024	Introductory Macroeconomics	D3	BME2054	Malaysian Economy									
			D2	BEI2084	International Economics									
			D1	BLE2074	Labour Economics									

Note:

B1 The first alphabet refers to year of study. The second digit refers to Trimester. For eg. B1 refers to Beta Trimester 1, indicating when the subject is offered. The code that appears before another code/s indicates that it is a pre-requisite subject. It must be passed before the next subject is registered

Course 1			Course 2			Course 3			Course 4			Course 5			
B1	BAC1014	Financial Accounting I	B2	BBF1014	Financial Management I	G1	BBF2124	Financial Management II	D1	BBF3114	Financial State. Analysis				
			G2			BBF2044	Bank Management	D1	BBF3094	Credit Management					
								D2	BBF3104	Offshore Banking and Finance					
								D2	BBF3134	Corporate Finance					
			G2			BBF2064	Islamic Banking and Finance								
			G1			BBF2134	Financial Markets and Institutions	D1	BBF2154	Investment	D2	BBF3124	Financial Derivatives		
			D1			BBF3284	International Finance								
			B2			BFF1014	Foundation of Finance	D2	BBF3084	Global Finance					
								D1	BTM2024	Treasury Management					
			G1			BAC1024	Management Accounting I								
B3	BMR1014	Fundamentals of Marketing	G1	BMR2024	Understanding Consumer										
			G2	BMR2104	Market Planning and Management	D2	BMR3134	Strategic Marketing							
			D1	BMR2044	Promotional Management										
			D1	BMR2054	Marketing and Info Technology										
			D1	BMR3094	Marketing in Service Industries										
			D2	BMR2114	Selling and Sales Management										
			D1	BMR2124	Retail Management										
			D2	BMR3074	International Marketing										

Note:

B1
The first alphabet refers to year of study. The second digit refers to Trimester. For eg. B1 refers to Beta Trimester 1, indicating when the subject is offered.
The code that appears before another code/s indicates that it is a pre-requisite subject. It must be passed before the next subject is registered

Course 1			Course 2			Course 3			Course 4			Course 5		
B1	BIC1014	Information Sys. Concepts	G2	BIS2024	Business Information Sys.									
B1	BFB1024	Fundamentals of Business & Entrep	G1	BIB2074	International Business	D1	BIM2094	International Management						
						D1	BIT2104	International Trade and Policy						
						D1	BLE2114	Legal Environment of Inter Business						
						D2	BGO3124	Global Operations Management						
			G1	BIE2014	Entrepreneurship									
			G2	BIN2024	Innovation Management									
B2	BMR1014	Fundamentals of Marketing												
B1	BIC1014	Information Sys. Concepts	D2	BEB3014	Electronic Business									
G1	BME1014	Introductory Microeconomics												

Note:

B1	<p>The first alphabet refers to year of study. The second digit refers to Trimester. For eg. B1 refers to Beta Trimester 1, indicating when the subject is offered.</p> <p>The code that appears before another code/s indicates that it is a pre-requisite subject. It must be passed before the next subject is registered</p>
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Course 1			Course 2			Course 3			Course 4			Course 5		
B1	BXXx614	Paper I	B2	BXXx624	Paper II									
G1	BXXx614	Paper I	G2	BXXx624	Paper II									
D1	BXXx614	Paper I	D2	BXXx624	Paper II									
E1	BXXx614	Paper I	E2	BXXx624	Paper II									

All Paper I subjects in Bachelor of Law (Honours) programmes are pre-requisites for Paper II subjects. For eg: BMY1614 Malaysian Legal System I is a pre-requisite for BMY1624 Malaysian Legal System II.

Note:

B1	<p>The first alphabet refers to year of study. The second digit refers to Trimester. For eg. B1 refers to Beta Trimester 1, indicating when the subject is offered.</p> <p>The code that appears before another code/s indicates that it is a pre-requisite subject. It must be passed before the next subject is registered</p>
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12. ACADEMIC CALENDAR

2011/2012 Academic Session			
Date Range	Week	Foundation, IELP, Degree & Diploma (LLS)	Remark
6 June - 12 June	1	Trimester 1	
		Week 1	
13 June - 19 June	2	Week 2	
20 June - 26 June	3	Week 3	
27 June - 3 July	4	Week 4	
4 July - 10 July	5	Week 5	
11 July - 17 July	6	Week 6	
18 July - 24 July	7	Week 7	
25 July - 31 July	8	Week 8	
1 Aug - 7 Aug	9	Week 9	1st Ramadhan 1 Aug (Public holiday for Melaka)
8 Aug - 14 Aug	10	Week 10	
15 Aug - 21 Aug	11	Week 11	
22 Aug - 28 Aug	12	Week 12	
29 Aug - 4 Sept	13	Mid Trimester Break	Hari Raya Puasa&Merdeka 31 Aug
5 Sept - 11 Sept	14	Week 13	
12 Sept - 18 Sept	15	Week 14	M'sia Day (16 Sept)
19 Sept - 25 Sept	16	Exam Week	
26 Sept - 2 Oct	17	Exam Week	
3 Oct - 9 Oct	18	Trimester Break	
10 Oct - 16 Oct	19	Trimester Break	
17 Oct - 23 Oct	20	Trimester 2	
		Week 1	
24 Oct - 30 Oct	21	Week 2	Deepavali 26 Oct
31 Oct - 6 Nov	22	Week 3	
7 Nov - 13 Nov	23	Week 4	Hari Raya Haji 7 Nov
14 Nov - 20 Nov	24	Week 5	
21 Nov - 27 Nov	25	Week 6	Awal Muharram 27 Nov
28 Nov - 4 Dec	26	Week 7	
5 Dec - 11 Dec	27	Week 8	
12 Dec - 18 Dec	28	Week 9	
19 Dec - 25 Dec	29	Week 10	Christmas 25 Dec
26 Dec - 1 Jan 2012	30	Week 11	
2012			
2 Jan - 8 Jan	31	Week 12	
9 Jan - 15 Jan	32	Week 13	
16 Jan - 22 Jan	33	Week 14	
23 Jan - 29 Jan	34	Study Week Break	Chinese New Year 23 Jan
30 Jan - 5 Feb	35	Study Week Break	Prophet Muhammad's B'day 5 Feb
6 Feb - 12 Feb	36	Exam Week	
13 Feb - 19 Feb	37	Exam Week	
20 Feb - 26 Feb	38	Trimester Break	

2011/2012 Academic Session			
27 Feb - 4 Mar	39	Trimester Break	
5 Mar - 11 Mar	40	Trimester Break	
12 Mar - 18 Mar	41	Trimester 3	
		Week 1	
19 Mar - 25 Mar	42	Week 2	
26 Mar - 1 Apr	43	Week 3	
2 Apr - 8 Apr	44	Week 4	
9 Apr - 15 Apr	45	Week 5	
16 Apr - 22 Apr	46	Week 6	
23 Apr - 29 Apr	47	Week 7	
30 Apr - 6 May	48	Week 8	
7 May - 13 May	49	Exam Week	
14 May - 20 May	50	Exam Week	
21 May - 27 May	51	Trimester Break	
28 May - 3 June	52	Trimester Break	Agong's B'day 2 June

As approved by Senate No. 151 on 01 December 2011

2012/2013 Academic Session			
Date Range	Week	Foundation, IELP, Degree & Diploma (LLS)	Remark
4 June - 10 June	1	Trimester 1	
		Week 1	
11 June - 17 June	2	Week 2	
18 June - 24 June	3	Week 3	
25 June - 1 July	4	Week 4	
2 July - 8 July	5	Week 5	
9 July - 15 July	6	Week 6	
16 July - 22 July	7	Week 7	
23 July - 29 July	8	Mid Trimester Break	
30 July - 5 Aug	9	Week 8	
6 Aug - 12 Aug	10	Week 9	
13 Aug - 19 Aug	11	Week 10	Hari Raya Puasa (19 Aug)
20 Aug - 26 Aug	12	Week 11	Hari Raya Puasa (20 Aug)
27 Aug - 2 Sept	13	Week 12	National Day (31 Aug)
3 Sept - 9 Sept	14	Week 13	
10 Sept - 16 Sept	15	Week 14	M'sia Day (16 Sept)
17 Sept - 23 Sept	16	Exam Week	
24 Sept - 30 Sept	17	Exam Week	
1 Oct - 7 Oct	18	Trimester Break	
8 Oct - 14 Oct	19	Trimester Break	
15 Oct - 21 Oct	20	Trimester Break	
22 Oct - 28 Oct	21	Trimester 2	Hari Raya Haji (26 Oct)
		Week 1	
29 Oct - 4 Nov	22	Week 2	

2012/2013 Academic Session			
5 Nov - 11 Nov	23	Week 3	Deepavali (11 Nov)
12 Nov - 18 Nov	24	Week 4	
19 Nov - 25 Nov	25	Week 5	Awal Muharram (15 Nov)
26 Nov - 2 Dec	26	Week 6	
3 Dec - 9 Dec	27	Week 7	
10 Dec - 16 Dec	28	Week 8	
17 Dec - 23 Dec	29	Week 9	
24 Dec - 30 Dec	30	Week 10	Christmas (25 Dec)
2012			
31 Dec - 6 Jan	31	Week 11	
7 Jan - 13 Jan	32	Week 12	
14 Jan - 20 Jan	33	Week 13	
21 Jan - 27 Jan	34	Week 14	Prophet Muhammad's B'day (24 Jan)
28 Jan - 3 Feb	35	Exam Week	
4 Feb - 10 Feb	36	Exam Week	
11 Feb - 17 Feb	37	Trimester Break	
18 Feb - 24 Feb	38	Trimester Break	
25 Feb - 3 Mar	39	Trimester Break	
4 Mar - 10 Mar	40	Trimester Break	
11 Mar - 17 Mar	41	Trimester 3	
		Week 1	
18 Mar - 24 Mar	42	Week 2	
25 Mar - 31 Mar	43	Week 3	
1 Apr - 7 Apr	44	Week 4	
8 Apr - 14 Apr	45	Week 5	
15 Apr - 21 Apr	46	Week 6	
22 Apr - 28 Apr	47	Week 7	
29 Apr - 5 May	48	Week 8	Labour Day (May 1)
6 May - 12 May	49	Exam Week	
13 May - 19 May	50	Exam Week	
20 May - 26 May	51	Trimester Break	
27 May - 2 June	52	Trimester Break	

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Appendix 1:

Subject title	Code
For Business/ Knowledge Management	
▪ Financial Accounting I	▪ BAC1014
▪ Management Accounting I	▪ BAC1024
▪ Management	▪ BMG1024
▪ Fundamentals of Business and Entrepreneurship	▪ BFB1024
▪ Mathematics for Managers	▪ BMM1014
▪ Statistics for Managers	▪ BST1034
▪ Introductory Microeconomics	▪ BME1014
▪ Introductory Macroeconomics	▪ BME1024
▪ Foundation of Finance	▪ BFF1014
▪ Financial Management I	▪ BBF1014
▪ Malaysian Economy	▪ BME2054
▪ Information Systems Concepts	▪ BIC1014
▪ Fundamentals of Marketing	▪ BMR1014
For Accounting	
▪ Management	▪ BMG1614
▪ Microeconomics	▪ BEC1614
▪ Macroeconomics	▪ BEC1624
▪ Quantitative Analysis (for Accounting)	▪ BQT1614
▪ Principles of Finance (for Accounting)	▪ BAC1644
University Subjects	
▪ Preparatory Management English	▪ BAE1010
▪ Bahasa Kebangsaan A	▪ MPW2113
▪ Malaysian Studies	▪ MPW2133
▪ Islamic Studies	▪ MPW2143
▪ Moral Studies	▪ MPW2153