



LIST OF COURSES FOR CERTIFICATE IN BUSINESS ADMINISTRATION (CBA)

MQA COMPULSORY COURSES

| NO | COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | PRE-REQUISITE |
|----|-------------|---|--------------|---------------|------------|---------------|
| 1 | MQA2133 OR | BAHASA KEBANGSAAN A (FOR MALAYSIAN) | 3 | 3 | CEL | |
| | MQA2132 | BAHASA KEBANGSAAN B (FOR INTERNATIONAL) | | | | |
| 2 | MQA1131 | MALAYSIAN STUDIES | 3 | 3 | SOSS | |
| 3 | MQA1132 OR | ISLAMIC STUDIES (FOR MUSLIM) | 3 | 3 | SOSS | |
| | MQA2131 | MORAL STUDIES (FOR NON MUSLIM) | | | | |

TOTAL CREDIT HOURS FOR MQA COMPULSORY COURSES = 9

COLLEGE COMPULSORY COURSES

| NO | COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | PRE-REQUISITE |
|----|-------------|-----------------|--------------|---------------|------------|---------------|
| 1 | CEL1131 | BASIC ENGLISH 1 | 3 | 3 | CEL | |
| 2 | CEL1132 | BASIC ENGLISH 2 | 3 | 3 | CEL | CEL1131 |
| 3 | CEL1133 | BASIC ENGLISH 3 | 3 | 3 | CEL | CEL1132 |

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 9

CORE COURSES

| NO | COURSE CODE | COURSE NAME | CREDIT HOURS | CONTACT HOURS | OFFERED BY | PRE-REQUISITE |
|----|-------------|--------------------------------------|--------------|---------------|------------|---------------|
| 1 | CBA1131 | INTRODUCTION TO BUSINESS | 3 | 3 | SOM | |
| 2 | QBA1132 | BUSINESS MATHEMATICS | 3 | 3 | SOM | |
| 3 | CBA1133 | PRINCIPLES OF ACCOUNTING | 3 | 3 | SOM | |
| 4 | CBA1134 | PRINCIPLES & PRACTICE OF MANAGEMENT | 3 | 3 | SOM | |
| 5 | CBA1135 | PRINCIPLES OF ECONOMICS | 3 | 3 | SOM | |
| 6 | CBA2132 | INTRODUCTION TO HUMAN RESOURCE | 3 | 3 | SOM | |
| 7 | CBA2133 | INTRODUCTION TO MARKETING | 3 | 3 | SOM | |
| 8 | QBA2134 | BUSINESS STATISTICS | 3 | 3 | SOM | |
| 9 | LAW2135 | INTRODUCTION TO BUSINESS LAW | 3 | 3 | SOM | |
| 10 | CBA2136 | INTRODUCTION OF ISLAMIC ECONOMICS | 3 | 3 | SOM | CBA1135 |
| 11 | CBA2137 | BASIC FINANCE | 3 | 3 | SOM | |
| 12 | CIT1131 | COMPUTER APPLICATION | 3 | 4 | SICT | |
| 13 | CIT1132 | INTRODUCTION TO IT | 3 | 3 | SICT | |
| 14 | CIT1134 | INTRODUCTION TO INTERNET PROGRAMMING | 3 | 4 | SICT | CIT1132 |

TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 42

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 60

STUDY PLAN FOR CERTIFICATE IN BUSINESS ADMINISTRATION

| YEAR 1 | SEMESTER 1 (LONG SEMESTER) | | | | |
|---|---|--|--------------------------------|---------------|---------------|
| | NO | COURSE CODE | COURSE NAME | CREDIT HOUR | PRE-REQUISITE |
| | 1 | CEL1131 | Basic English 1 | 3 | |
| | 2 | MQA1131 | Malaysian Studies | 3 | |
| | 3 | CBA1131 | Introduction to Business | 3 | |
| | 4 | QBA1132 | Business Mathematics | 3 | |
| | <i>TOTAL CREDIT HOURS PER SEMESTER:</i> | | | 12 | |
| | SEMESTER 2 (LONG SEMESTER) | | | | |
| | NO | COURSE CODE | COURSE NAME | CREDIT HOUR | PRE-REQUISITE |
| | 5 | CEL1132 | Basic English 2 | 3 | CEL1131 |
| 6 | CBA1133 | Principles of Accounting | 3 | | |
| 7 | CBA1134 | Principles & Practices of Management | 3 | | |
| 8 | MQA2133 or MQA2132 | Bahasa Kebangsaan A or Bahasa Kebangsaan B | 3 | | |
| 9 | MQA1132 or MQA2131 | Islamic Studies or Moral Studies | 3 | | |
| <i>TOTAL CREDIT HOURS PER SEMESTER:</i> | | | 15 | | |
| SEMESTER 3 (SHORT SEMESTER) | | | | | |
| NO | COURSE CODE | COURSE NAME | CREDIT HOUR | PRE-REQUISITE | |
| 10 | CEL1133 | Basic English 3 | 3 | CEL1132 | |
| 11 | CBA1135 | Principles of Economics | 3 | | |
| 12 | CIT1131 | Computer Application | 3 | | |
| <i>TOTAL CREDIT HOURS PER SEMESTER:</i> | | | 9 | | |
| YEAR 2 | SEMESTER 1 (LONG SEMESTER) | | | | |
| | NO | COURSE CODE | COURSE NAME | CREDIT HOUR | PRE-REQUISITE |
| | 13 | CIT1132 | Introduction to IT | 3 | CEL2233 |
| | 14 | CBA2132 | Introduction to Human Resource | 3 | |
| | 15 | CBA2133 | Introduction to Marketing | 3 | BUS1234 |
| | 16 | QBA2134 | Business Statistics | 3 | BUS2233 |
| | <i>TOTAL CREDIT HOURS PER SEMESTER:</i> | | | 12 | |
| | SEMESTER 2 (LONG SEMESTER) | | | | |
| | NO | COURSE CODE | COURSE NAME | CREDIT HOUR | PRE-REQUISITE |
| | 17 | LAW2135 | Introduction to Business Law | 3 | |
| 18 | CIT1134 | Introduction to Internet Programming | 3 | CIT1132 | |
| 19 | CBA2136 | Introduction to Islamic Economics | 3 | CBA1135 | |
| 20 | CBA2137 | Basic Finance | 3 | | |
| <i>TOTAL CREDIT HOURS PER SEMESTER:</i> | | | 12 | | |
| TOTAL CREDIT HOURS | | | 60 | | |