



## SCHOOL OF MANAGEMENT

### CERTIFICATE IN BUSINESS ADMINISTRATION (CBA) FOR MATRIC NO 181xxx AND ABOVE

#### MPU COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	PRE-REQUISITE
1	MPU1153 OR	MALAYSIAN STUDIES 1 (FOR MALAYSIAN)	3	3	SOSS	
	MPU1133	BAHASA MELAYU KOMUNIKASI 1 (FOR INTERNATIONAL)			CEL	
2	MPU1213 OR	BAHASA KEBANGSAAN A (FOR LOCAL STUDENTS WHO DO NOT EARN CREDIT IN BAHASA MELAYU AT SPM LEVEL)	3	3	CEL	
	MPU1223	PRESENTATION SKILLS (FOR MALAYSIAN & INTERNATIONAL)			CEL	
3	MPU1313	GENERAL STUDIES	3	3	SOSS	

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	ENG2135	INTRODUCTION TO BUSINESS ENGLISH	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	CBA1134
8	QBA2134	BUSINESS STATISTICS	3	3	SOM	
9	LAW2135	INTRODUCTION TO BUSINESS LAW	3	3	SOM	
10	CBA2137	BASIC FINANCE	3	3	SOM	
11	CBA3132	INTRODUCTION TO ENTREPRENEURSHIP	3	3	SOM	
12	CBA3134	FUNDAMENTAL OF E-COMMERCE	3	4	SICT	
13	CBA3135	FUNDAMENTAL RECORDS MANAGEMENT AND DOCUMENTATION	3	3	SOM	
14	CBA3136	FUNDAMENTAL OF EVENT MANAGEMENT	3	3	SOM	

TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 42

**TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 60**

## STUDY PLAN FOR CERTIFICATE IN BUSINESS ADMINISTRATION

					YEAR 1	YEAR 2				
					Semester 1	Semester 2	Semester 3	Semester 1		
<b>LIST OF SUBJECTS</b>		MALAYSIAN STUDIES 1 MPU1153/ BAHASA MELAYU KOMUNIKASI 1 MPU1133	BAHASA KEBANGSAAN A MPU1213 / PRESENTATION SKILLS MPU1223	INTRODUCTION TO BUSINESS ENGLISH ENG2135 PRE: CEL1132	BASIC FINANCE CBA2137	<b>TOTAL CREDIT HOURS COMPLETED :</b>				
		BASIC ENGLISH 1 CEL1131	BASIC ENGLISH 2 CEL1132 <i>PRE: CEL1131</i>	GENERAL STUDIES MPU1313	INTRODUCTION TO ENTREPRENEURSHIP CBA3132					
		INTRODUCTION TO BUSINESS CBA1131	PRINCIPLES OF ECONOMICS CBA1135	INTRODUCTION TO BUSINESS LAW LAW2135	FUNDAMENTAL OF E-COMMERCE CBA3134					
		BUSINESS MATHEMATICS QBA1132	INTRODUCTION TO HUMAN RESOURCE CBA2132		FUNDAMENTAL OF RECORDS MANAGEMENT AND DOCUMENTATION CBA3135					
		PRINCIPLES OF ACCOUNTING CBA1133	INTRODUCTION TO MARKETING CBA2133 <i>PRE: CBA 1134</i>		FUNDAMENTAL OF EVENT MANAGEMENT CBA3136					
		PRINCIPLES AND PRACTICES OF MANAGEMENT CBA1134	BUSINESS STATISTICS QBA2134							
<b>Credit Hour taken per</b>		18	18	9	15	<b>60</b>				