



APPLICATION FOR GRADUATION
PART A: PERSONAL INFORMATION

NAME :

MATRIC NO. :

MyKAD/
PASSPORT NO. :

MAILING
ADDRESS :

CITY:

 POSTCODE:

STATE:

 COUNTRY:

CONTACT NO. :

CONTACT NO.
(ALTERNATIVE) :

EMAIL
ADDRESS :

PART B: OTHERS

FINAL SEMESTER :

 SEMESTER I

 SEMESTER II

 SEMESTER III
Tick √ whichever applicable

ACADEMIC YEAR:

WILL YOU ATTEND THE CONVOCATION CEREMONY? *Tick √ whichever applicable*

YES NO

SONGKOK SIZE:

(Male student only)

- NOTE:**
1. The above information (i.e. Name, Programme and MyKAD/Passport No.) will appear on academic scroll as it will be updated in the College Management System (CMS).
 2. It is the student's responsibility to update their personal information to Academic Affairs Division to avoid any disruption throughout the convocation process.
 3. The college will not be held responsible if the above information is not updated.

APPLICANT SIGNATURE :

DATE :

Received by	:
Signature	:
Date	:



LIST OF COURSES FOR CERTIFICATE IN BUSINESS ADMINISTRATION (CBA)

MPU COMPULSORY COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	GRADE
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	GRADE
1	CEL1131	BASIC ENGLISH 1	3	3	CEL	
2	CEL1132	BASIC ENGLISH 2	3	3	CEL	
3	CEL1133	BASIC ENGLISH 3	3	3	CEL	

TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 9

CORE COURSES

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	CONTACT HOURS	OFFERED BY	GRADE
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	
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	

TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 42

TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 60

Academic Affairs Division
Verified by:

Name: _____