



APPLICATION FOR GRADUATION

PART A: PERSONAL INFORMATION

NAME : [Grid for name input]

MATRIC NO. : [Grid for matric number input]

MyKAD/ PASSPORT NO. : [Grid for MyKAD/Passport number input]

MAILING ADDRESS : [Grid for mailing address input]

CITY: [Text box] POSTCODE: [Grid]
STATE: [Text box] COUNTRY: [Text box]

CONTACT NO. : [Grid for contact number input]

CONTACT NO. (ALTERNATIVE) : [Grid for alternative contact number input]

EMAIL ADDRESS : [Text box for email input]

PART B: OTHERS

FINAL SEMESTER : [Grid] SEMESTER I, SEMESTER II, SEMESTER III
ACADEMIC YEAR: [Grid]

Tick v whichever applicable

WILL YOU ATTEND THE CONVOCATION CEREMONY? Tick v whichever applicable
SONGKOK SIZE: [Text box] (Male student only)

[ ] YES [ ] NO

- 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 DIPLOMA IN BUSINESS ADMINISTRATION ( DBA )**

**MPU COMPULSORY COURSES**

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	OFFERED BY	GRADE
1	MPU2163 OR	MALAYSIAN STUDIES (FOR LOCAL STUDENTS)	3	SOSS	
	MPU2133	BAHASA MALAYSIA KOMUNIKASI 1 (FOR INTERNATIONAL STUDENTS)		CEL	
2	MPU2213	BAHASA KEBANGSAAN A (FOR LOCAL STUDENTS WHO DO NOT EARN CREDIT IN BAHASA MELAYU AT SPM LEVEL)	3	CEL	
	*MPU2233 OR	PRESENTATION SKILLS			
	*MPU2253	PROCESS WRITING			
3	MPU2323 OR	POLITICAL SCIENCE	3	SOSS	
	MPU2343	HUMAN RELATIONS		SOM	
4	MPU2412 OR	BADAH CAMP (FOR MUSLIM STUDENTS)	2	SOSS	
	MPU2422	INTERCULTURAL PROGRAM (FOR NON MUSLIM STUDENTS)		SOSS	
<b>TOTAL CREDIT HOURS FOR MPU COMPULSORY COURSES = 11</b>					

**COLLEGE COMPULSORY COURSES**

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	OFFERED BY	GRADE
1	CEL1231	INTERMEDIATE ENGLISH 1	3	CEL	
2	CEL1232	INTERMEDIATE ENGLISH 2	3	CEL	
3	CEL2233	ADVANCED ENGLISH 1	3	CEL	
4	CEL2234	ADVANCED ENGLISH 2	3	CEL	
5	CEL3231	BUSINESS COMMUNICATION	3	CEL	
<b>TOTAL CREDIT HOURS FOR COLLEGE COMPULSORY COURSES = 15</b>					

**CORE COURSES**

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	OFFERED BY	GRADE
1	BUS1231	INTRODUCTION TO BUSINESS	3	SOM	
2	QBA1232	BUSINESS MATHEMATICS	3	SOM	
3	BUS1233	FINANCIAL ACCOUNTING 1	3	SOM	
4	BUS1234	PRINCIPLES & PRACTICE OF MANAGEMENT	3	SOM	
5	BUS1235	PRINCIPLES OF MICROECONOMICS	3	SOM	
6	QBA1236	BUSINESS STATISTICS	3	SOM	
7	BUS2231	FINANCIAL ACCOUNTING 2	3	SOM	
8	BUS2232	PRINCIPLES OF MACROECONOMICS	3	SOM	
9	BUS2233	PRINCIPLES OF MARKETING	3	SOM	
10	BUS2234	HUMAN RESOURCE MANAGEMENT	3	SOM	
11	BUS2235	INTRODUCTION TO FINANCE	3	SOM	
12	BUS2236	ORGANIZATIONAL BEHAVIOR	3	SOM	
13	BUS2237	FOUNDATION OF ISLAMIC ECONOMICS	3	SOM	
14	BUS2238	CONSUMER BEHAVIOUR	3	SOM	
15	BUS3231	QUALITY MANAGEMENT	3	SOM	
16	BUS3232	PRINCIPLES OF INVESTMENT	3	SOM	
17	BUS3233	INTERNATIONAL BUSINESS	3	SOM	
18	BUS3234	ENTREPRENEURSHIP	3	SOM	
19	LAW3235	BUSINESS LAW	3	SOM	
20	DCT1231	COMPUTER APPLICATION	3	SICT	
21	SOS2231	ETHICS IN DAILY LIFE	3	SOSS	
<b>TOTAL CREDIT HOURS FOR CORE COMPULSORY COURSES = 63</b>					

**ELECTIVE COURSES - TO COMPLETE ONLY ONE (1) COURSE**

NO	COURSE CODE	COURSE NAME	CREDIT HOURS	OFFERED BY	GRADE
1	IRK2231	CONCEPTS OF ISLAMIC BELIEF	3	SOSS	
2	IRK2235	BIOGRAPHY OF PROPHET MUHAMMAD S.A.W	3	SOSS	
3	IRK2232	ISLAMIC 'IBADAH	3	SOSS	
4	ARB1231 OR	INTRODUCTION TO ARABIC LANGUAGE FOR BEGINNERS	3	CEL	
	ARB1232	INTRODUCTION TO ARABIC LANGUAGE			
5	MAN3231	INTRODUCTION TO MANDARIN LANGUAGE	3	CEL	
<b>TOTAL CREDIT HOURS FOR ELECTIVE COURSE = 3</b>					

**TOTAL CREDIT HOURS TO COMPLETE PROGRAMME = 92**

Academic Affairs Division  
Verified by:

Name: \_\_\_\_\_