



STUDENT HANDBOOK

BACHELOR OF BUSINESS ADMINISTRATION (HONS)

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Synopsis

The business administration program in IUKL is unique in its approach to management, leadership, and entrepreneurship in business profession. This program is where students have come to develop their business and entrepreneurship latently and become the leader in the business field. Students in this program acquire theories and practical skills in preparing themselves for changing and competitive business environment. This program also prepares students for a management position and provides a course of study for students who wish to enhance their professionalism in marketing, finance, entrepreneurship, management, and human resource management.

Professional Recognition:

The Chartered Institute of Management Accountants (CIMA)
Malaysian Association of Company Secretaries (MACS)

Duration:

Approximately 3 years

Total Credit Hours:

120

Courses to be completed:

MPU Compulsory courses (14 credits) – local students.

Students need to take 2 subjects from category U1 and ONLY 1 subject from each category of U2, U3 and U4

BACHELOR (LOCAL)						
Category	No	Course Code	Subject Name	Credit	Language	Remarks
U1	1	MPU 3113	Hubungan Etnik	3	Malay	Compulsory
	2	MPU 3123	Tamadun Islam dan Tamadun Asia	3	Malay	Compulsory
U2	1	MPU 3213	Bahasa Kebangsaan A	3	Malay	Compulsory if SPM no credit in BM
	2	MPU 3253	Personal Financial Planning	3	English	
U3	1	MPU 3353	The Constitution of Malaysia	3	English	
U4		MPU 3472	Debate	2		

MPU Compulsory courses (14 credits) – international students.

Students need to take 2 subjects from category U1 and ONLY 1 subject from each category of U2, U3 and U4

BACHELOR (LOCAL)						
Category	No	Course Code	Subject Name	Credit	Language	Remarks
U1	1	MPU 3173	Pengajian Malaysia 3	3	English	Compulsory
	2	MPU 3123	Tamadun Islam dan Tamadun Asia	3	Malay	Compulsory
U2	1	MPU 3143	Bahasa Melayu Komunikasi 2	3	Malay	Compulsory
	2	MPU 3253	Personal Financial Planning	3	English	
U3	1	MPU 3353	The Constitution of Malaysia	3	English	
U4		MPU 3472	Debate	2		

University Compulsory courses (6 credits)

Course Code and Name	Pre-requisite	Credit Hour
BUSS 2312 - Basic Entrepreneurship	None	3
MGMT 3501 - Knowledge Management	None	3

Major Basic courses (42 credits)

Course Code and Name	Pre-requisite	Credit Hour
ACCT 1002 - Introduction to Financial Accounting	None	3
ACCT 1201 - Cost Accounting	ACCT 1002 - Introduction to Financial Accounting	3
BUSS 1611 - Business Mathematics	None	3
BUSS 2421 - Business Ethics	None	3
BUSS 2422 - Business Law	None	3
BUSS 2423 - Corporate Law	BUSS 2422 - Business Law	3
CSC 1003 - Office Application Technology	None	3
ECON 1210 - Microeconomics	None	3
ECON 1310 - Macroeconomics	ECON 1210 - Microeconomics	3
FINC 2110 - Financial Management	ACCT 1002 - Introduction to Financial Accounting	3
HRMT 2220 - Organizational Behavior	MGMT 1210 - Organizational Management	3
LANG 1307 - Interactive Skills	None	3
MGMT 1210 - Organizational Management	None	3
STAT 1000 - Introduction to Statistics	None	3

Major Core courses (27 credits)

Course Code and Name	Pre-requisite	Credit Hour
BUSS 2610 - Research Methods	STAT 1000 - Introduction to Statistics	3
BUSS 3420 - International Business	MGMT 1210 - Organizational Management	3
CSC 1020 - Introduction to E-Commerce	None	3
HRMT 2320 - Human Resource Management	MGMT 1210 - Organizational Management	3
LANG 2101 - Report Writing	None	3

LANG 2128 - Professional Communication	None	3
MGMT 2310 - Operations Management	MGMT 1210 - Organizational Management	3
MGMT 3710 - Strategic Management	ECON 1310 - Macroeconomics, FINC 2110 - Financial Management, HRMT 2220 - Organizational Behavior (Final year student)	3
MKTG 2210 - Marketing Management	None	3

Major Elective courses (12 credits)

Management courses (12 credits)

Course Code and Name	Pre-requisite	Credit Hour
MGMT 1501 - Innovation Management	None	3
MGMT 2510 - Technology Management	MGMT 1210 - Organizational Management, FINC 2110 - Financial Management	3
MGMT 2610 - Managing Cultural Diversity	MGMT 1210 - Organizational Management	3
MGMT 3610 - Quality Management	MGMT 1210 - Organizational Management	3
MGMT 3620 - Project Management	MGMT 1210 - Organizational Management	3

Marketing courses (12 credits)

Course Code and Name	Pre-requisite	Credit Hour
MGMT 3430 - E-Customer Relationship Management	MKTG 3520 - Internet Marketing	3
MKTG 3310 - Consumer Behavior	MKTG 2210 - Marketing Management	3
MKTG 3311 - Service Marketing	MKTG 2210 - Marketing Management	3
MKTG 3410 - International Marketing	None	3
MKTG 3510 - Integrated Marketing Communication	MKTG 2210 - Marketing Management	3
MKTG 3520 - Internet Marketing	MKTG 2210 - Marketing Management	3
MKTG 3530 - E-Advertising	MKTG 2210 - Marketing Management	3

Human Resource Management courses (12 credits)

Course Code and Name	Pre-requisite	Credit Hour
HRMT 3410 - Compensation and Benefit	HRMT 2320 - Human Resource Management	3
HRMT 3511 - Human Resource Training & Development	HRMT 2320 - Human Resource Management	3
HRMT 3513 - Organization Development	HRMT 2320 - Human Resource Management	3
HRMT 3614 - Industrial Relation	MGMT 1210 - Organizational Management	3

Industrial Training (6 credits)

Course Code and Name	Pre-requisite	Credit Hour
BUSS 3811 - Industrial Training / BUSS 3830 - Project Paper 1 & BUSS 3831 - Project Paper 2	Final semester / Approved by HOP / CGPA > 2.000	6

EXAMINATION DATES

The scheduled exam dates will be displayed religiously on the Notice Board at Level 5 of the campus. Students, diligently, shall be alert to lookout for such dates by reading information on the notice board regularly.

EXAMINATION RULES AND REGULATIONS

Conduct During Examination

Students must adhere strictly to the examination rules and regulations as stated in this Handbook below. Every student sitting for an examination shall be bound by the following instructions.

1. Students shall enter the examination room/hall only when instructed by the invigilator.
2. Students are not permitted to enter or leave the examination room/hall 30 minutes after the examination begins.
3. Students who have entered and remained in the examination room/hall for duration of 30 minutes after the examination begins may leave the examination room/hall with permission of the invigilator.
4. Students who have entered and remained in the examination room/hall for duration of 30 minutes after the examination begins only may be allowed to submit the examination answer scripts and other related materials and leave room/hall and deemed to have completed the examination.
5. Students are not permitted to enter or leave the examination room/hall within the last 15 minutes of the examination.
6. Students who wish to go to the toilet during the examination are subject to the following provisions:
 - 6.1 Students are not allowed to go to the toilet during the first 60 and the last 30 minutes of the examination session.
 - 6.2 A student who wishes to go to the toilet during the last 30 minutes when the examination is in session must submit all examination answer scripts and other related materials to the invigilator. The student is deemed to have completed the examination and is not permitted entry into the examination room/hall.
 - 6.3 Not more than 5 minutes is given for students to go to toilet failing which it will be deemed as in violation of Examination Rules and Regulations.
 - 6.4 Students are only allowed to go the specified toilet designated by the invigilator.
 - 6.5 Students must clearly write their Matric numbers, Programme and Semesters and Classifications in the spaces provided on the question paper/answer booklet of each examination. The College shall not be responsible for any error arising from the students' failure in abiding by this regulation.
 - 6.6 Copying or attempts deemed as cheating are strictly prohibited during examinations.
 - 6.7 Unless prior permission is given by the invigilator; the Student is prohibited from taking any unauthorised materials or devices into the examination hall/room. These unauthorised materials or devices may include, but not limited to:-
 - a) bags, writing papers, books, manuscripts or other than specified materials;
 - b) a mobile telephone or other communication devices or any type of playback devices;
 - c) any size written or printed materials;
 - d) any writing on any body parts or items of clothing; and
 - e) any writing on any stationeries allowed into the examination venue.

- 6.8 A student is NOT allowed to take out from the examination room/hall any exam papers, answer booklet or any materials that were provided by the Invigilator/Authorised Person during the examination.
- 6.9 A Student is prohibited without prior approval, give or receive or possess any material which is related to the examination questions during the conduct of the examination.
- 6.10 A Student is prohibited from referring and using any prohibited reference materials in or outside the examination hall/room for the purpose of cheating during the examination.
- 6.11 A Student is prohibited from soliciting, obtaining, possessing, or distributing to another person an examination document or other related or unrelated materials prior to or subsequent to the administration of the examination
- 6.12 A Student is prohibited from altering or changing an examination or comparable document so as to mislead other users or the reader. These documents may include, but not limited to examination slip, grade or credit transfer sheet, medical certificates or any related documents; and forging signature of faculty or staff
- 6.13 A Student is prohibited from substituting for or arranging for substitution by another student or otherwise representing oneself as another person during an examination session or comparable circumstances. This is falsification of identity.
- 6.14 A Student is prohibited from operating, sending or receiving calls or text messages or picture messages or any form of information by using the mobile phones or any form of communication devices during the examination.
- 6.15 A Student is prohibited from talking, communicating or copying from one another in any manner while the examination is in progress.
- 6.16 A Student who wishes to get assistance from the invigilator shall raise their hands.
- 6.17 A Student is prohibited from smoking in the examination hall/room.
- 6.18 A Student is prohibited from taking food like snack, chewing gum, candy, sweets or others into the examination room/hall.
- 6.19 Every Student shall dress decently and act courteously in the examination hall/room. If he/she fails, refuses, ignores or does not abide by the dress code or does not act courteously, the Invigilator has the right to prevent him/her from entering the examination room/hall.

STUDENT SUSPENSION FOR EXAM

In order to be eligible to sit for the Final Exam, a student shall have accomplished 80% attendance failing which he or she will be barred from sitting for the exam.

GENERAL DISCIPLINARY PROCEDURES

A student shall not:

- a. act in any manner that appears to constitute threat, intimidation or in a manner that is injurious, physically or mentally to the well-being, safety or welfare of any other student or staff or the security and the harmony of the overall campus.
- b. disrupt or be the cause of disruption, or interfere in any manner in any teaching, study, research, administrative work or in any activity undertaken and complied with by the College.
- c. prevent, obstruct or interfere with or be the cause of such prevention, obstruction and interference in any work, duty or function of any Officer, Employee or Authorised Person or Authorised Authority from carrying out his work, duty or function.
- d. organise, incite or participate in the boycott of any examination, lecture, tutorial, class or any other legitimate activity sanctioned by the college.
- e. damage in any manner or cause to be damaged in any manner any property or carry out any act which may result in such damage, tamper, interfere with, move or in any manner cause any obstruction, inconvenience, annoyance, loss or damage to any Officer or Employer or staff of the College or the Company or any person.
- f. Disrupt, disturb, transfer, seize, steal or take or violate, vandalise or damage any property, object, article or things which may cause obstruction, difficulty, inconvenience, trouble, mess or filth to any person or things.
- g. contravene, breach or fail to comply with any instruction or requirement by the College librarian or fail to comply with the Rules and Regulations of the library in respect of the use of the library, its books and other facilities therein, and also the Academic Rules and Regulations.
- h. bring in or in possession of any item, instruments or take any book, paper, document or picture or any device except for those authorised by the examiner or invigilator into or out of an examination room, or accept or receive any book, document or picture from the examiner or invigilator or any other person while in the examination room.

- i. plagiarise the work of Student, Officer or Employee or Staff of the College or the Company or any person and the said plagiarism shall consist of but not limited to copying portions of the writing of with only minor changes in wording, phrases or words, with inadequate footnotes, quotes or other reference forms of citations or only a list of references and for that purposes, paraphrasing without appropriate citation is also deemed as plagiarism.
- j. commit theft of property or any other criminal offences within the vicinity of the College, misappropriate College funds or assets, misuse or falsify any records or documents belonging to or in the possession of the College, its Staff, Students or visitors.
- k. demolish, destroy, wreck or vandalise any Property belonging to College or any person, damage, deface or wrongfully treat any property of the College, its Staff, Students or visitors.
- l. violate any provision of any written law, rules, regulations, orders and procedures whether within or without the College.
- m. do anything that will be detrimental or prejudicial to the good name of the College or the Company or any of its Students or Staff of Employer.
- n. assault – including sexual assault or do anything to harass another person in any manner whether sexually, racially or in any other way.
- o. fail to comply with any ruling made as a result of disciplinary proceedings.
- p. do any act to which the Chief Executive or Disciplinary Officer in his absolute discussion believe is a breach of good discipline of the College.

HOW TO CALCULATE YOUR GPA & CGPA?

- Cumulative Grade Point Average (CGPA) shall be computed as follows:

$$\text{Cumulative Grade Point Average} = \frac{\text{Total of grade points of all semesters}}{\text{CGPA} \quad \text{Total credit hours of all semesters}}$$

- Marking scheme, alphabetical grades and grade points must be in accordance with the list below:

Grade Point Marks	Grade	Grade Point
95-100	A+	4.00
85-94	A	4.00
75-84	A-	3.67
70-74	B+	3.33
65-69	B	3.00
60-64	B-	2.67
55-59	C+	2.33
50-54	C	2.00
47-49	C-	1.67
44-46	D+	1.33
40-43	D	1.00
0-39	F	0.00

- Alphabetical grade determination shall be based on the marks obtained in each subject.
- Grade point computation shall be based on grades obtained and the credit hour of the relevant subject.
- Each alphabet indicated on the transcript used to determine a student grade and to show achievement in a subject as follows:

EXAMPLES OF GPA AND CGPA COMPUTATIONS

SEMESTER I

Course	Grade	Equivalent Point (a)	Credit Hour (b)	a*b
MPU 2163	A	4.00	3	12.00
ACCT 1120D	B	3.00	3	9.00
BUSS 1610D	B+	3.33	3	9.99
LANG 1117D	A	4.00	3	12.00
MGMT 1010D	C	2.00	3	6.00
Total points for Semester 1			15	48.99
GPA = 48.99/15 = 3.266				
CGPA = 48.99/15 = 3.266				

SEMESTER II

Course	Grade	Equivalent Point (a)	Credit Hour (b)	a*b
MPU 2313	B+	3.33	3	9.99
ACCT 1121D	A	4.00	3	12.00
ECON 1201D	C+	2.33	3	6.99
LANG 1128D	B	3.00	3	9.00
STAT 1400D	A	4.00	3	12.00
Total points for Semester 2			15	49.98
Overall Total Points (Semester 1 + 2)			30	98.97

$$\text{GPA} = 49.98/15 = 3.332$$

$$\text{CGPA} = 98.97/30 = 3.299$$

APPEAL PROCESS

- i. Dissatisfied students on their final examination marks can make an appeal to the Registrar's Office.
- ii. The Registrar's Office will embark on a review of any grade no later than five (5) days after the final examination results are out. Reviewing is possible for courses with final examination and courses with 100% course works for projects, lab work and studio work.
- iii. Grades for dissertation, thesis and industrial/practical training are not allowed to be reviewed.
- iv. Appeals to review the results of Supplementary and Rescheduled Examination are not allowed.
- v. A non-refundable processing fee of RM 100.00 per course is payable to the College at the time of application for courses with the final examinations.
- vi. A non-refundable processing fee of RM 250.00 per course is payable to the College at the time of application for courses with 100% course works.

APPEAL FOR REVIEW OF RESULTS

- a) The final examination marks a student can make an appeal to the Registrar's Office for a review of any grade no later than five (5) days after the final examination results are out. Reviewing is possible for courses with final examination and courses with 100% course works for projects, lab work and studio work.
- b) Grades for dissertation, thesis and industrial/practical training are not allowed to be reviewed.
- c) Appeals to review the results of Supplementary and Rescheduled Examination are not allowed.
- d) A non-refundable processing fee of RM 100.00 per course is payable to the College at the time of application for courses with the final examinations.