



POLITEKNIK BRUNEI
PROGRAMME GUIDE

SCHOOL OF BUSINESS

Programmes offered by this school are *Diploma Level 5*
(same level as HND) in:

- ❖ Business Accounting & Finance
- ❖ Business Studies
- ❖ Business Studies (Entrepreneurship)
- ❖ Business Studies (Human Resource Management)
- ❖ Business Studies (Marketing)



BUSINESS ACCOUNTING & FINANCE

This programme is composed of the following modular components.

MODULAR COMPONENTS	CREDIT VALUES
Core Modules	34
Essential Modules	31
Option Modules	25
TOTAL	90

These are the modules that are considered fundamental to the Business Accounting and Finance programme and therefore students are required to pass them. These modules are distributed throughout the duration of the programme as shown below.

SEMESTER	MODULE CODE	ESSENTIAL MODULES	CREDIT VALUE
1	BE1202	IT for Business	3
	BE1203	Principles of Management	3
	AF1204	Introduction to Financial Accounting	3
2	BE2206	Business Economics	3
3	AF3209	Introduction to Management Accounting	3
	BE3210	Business Law	3
	AF3211	Financial Accounting	3
	AF3213	Fundamentals of Financial Management	3
4	BE4214	Business Information Systems	4
	AF4215	Corporate Law	3

These option modules are available for the 'Business Accounting & Finance' programme. Students will choose from the list of option modules specified below to be undertaken in semester 3, semester 4 and semester 5.

MODULE CODE	OPTION MODULES	CREDIT VALUE
AF3517	Islamic Ethics & Governance	5
AF3522	International Trade & Finance	5
AF4518	Management Accounting	5
AF4519	Financial Reporting	5
AF4523	Corporate Finance	5
AF4524	Islamic Jurisprudence	5
AF5520	Audit & Taxation	5
AF5521	Risk Management & Insurance	5
AF5525	Financial Institutions & Markets	5
AF5526	Islamic Economics & Finance	5

Session	Module Code	Module Title	Module Type	Credit Value	
Year 1	Semester 1	GS1111	Communication Skills for Business	Core	3
		HS1101	Health, Safety, Security & Environment	Core	3
		BE1202	IT for Business	Essential	3
		BE1203	Principles of Management	Essential	3
		AF1204	Introduction to Financial Accounting	Essential	3
	Total Credit Value				15
	Semester 2	GS1101	Pengajian Melayu Islam Beraja	Core	2
		GS1102	Pendidikan Islam	Core	2
		GS1121	Mathematics for Business	Core	3
		BE1101	Entrepreneurship	Core	3
BE2206		Business Economics	Essential	3	
Total Credit Value				13	
Year 2	Semester 3	AF3209	Introduction to Management Accounting	Essential	3
		BE3210	Business Law	Essential	3
		AF3211	Financial Accounting	Essential	3
		AF3213	Fundamentals of Financial Management	Essential	3
		-	Option		5
	Total Credit Value				17
	Semester 4	BE4214	Business Information Systems	Essential	4
		AF4215	Corporate Law	Essential	3
		-	Option		5
		-	Option		5
Total Credit Value				17	
Year 3	Semester 5	FP5199	Final Year Project	Core	8
		-	Option		5
		-	Option		5
		Total Credit Value			
	Semester 6	IN4101	Internship	Core	8
		EM1188	Enrichment*	Core	2
Total Credit Value				10	
Total Credit Value for the Whole Programme				90	

*Enrichment module commences throughout three (3) years Diploma programme.

BUSINESS STUDIES

This programme is composed of the following modular components.

MODULAR COMPONENTS	CREDIT VALUES
Core Modules	34
Essential Modules	31
Specialisation / Option Modules	25
TOTAL	90

These are the modules that are considered fundamental to the Business Studies programme and therefore students are required to pass them. These modules are distributed throughout the duration of the programme as shown below.

SEMESTER	MODULE CODE	ESSENTIAL MODULES	CREDIT VALUE
1	BE1202	IT for Business	3
	BE1203	Principles of Management	3
	BE1205	Fundamentals of Marketing	3
2	BE2207	Microeconomics	3
3	BE3208	Macroeconomics	3
	BE3210	Business Law	3
	AF3212	Business Accounting	3
	AF3213	Fundamentals of Financial Management	3
4	BE4214	Business Information Systems	4
	BE4216	Strategic Management	3

These specialisation modules are available for the Business Studies programme. These modules will allow students to pursue their chosen discipline in greater depth. Students enrolled in this programme are expected to undertake ALL the specialisation modules in semester 3, semester 4 and semester 5. Business Studies students are allowed to specialise in ONE (1) of the following:

HUMAN RESOURCE MANAGEMENT		
MODULE CODE	SPECIALISATION MODULES	CREDIT VALUE
HR3327	Managing People in Organisations	5
HR4328	Workforce Planning & Employment	5
HR4329	Training & Development	5
HR5330	Performance Management	5
HR5331	Compensation & Benefits	5
MARKETING		
MODULE CODE	SPECIALISATION MODULES	CREDIT VALUE
MK3332	Consumer Behaviour	5
MK4333	Marketing Research	5
MK4334	Services Marketing	5
MK5335	E-Marketing	5
MK5336	Sales & Selling Management	5
ENTREPRENEURSHIP		
MODULE CODE	SPECIALISATION MODULES	CREDIT VALUE
EN3337	Project Management	5
EN4338	Innovation & Creativity in Business	5
EN4339	New Venture Planning	5
EN5340	International Business	5
EN5341	Start-up Lab Incubation	5

Note:

Students who are undertaking Diploma in Business Studies are allowed to take modules as their optional modules from specialisation areas such as Human Resource Management, Marketing, Entrepreneurship and modules offered under Diploma in Business Accounting and Finance.

Students are advised to choose modules that they are interested in upon consultation with the respective Group Coordinator or Programme Coordinators before registering to the particular module.

Session	Module Code	Module Title	Module Type	Credit Value		
Year 1	Semester 1	GS1111	Communication Skills for Business	Core	3	
		HS1101	Health, Safety, Security & Environment	Core	3	
		BE1202	IT for Business	Essential	3	
		BE1203	Principles of Management	Essential	3	
		BE1205	Fundamentals of Marketing	Essential	3	
	Total Credit Value				15	
	Semester 2	GS1101	Pengajian Melayu Islam Beraja	Core	2	
		GS1102	Pendidikan Islam	Core	2	
		GS1121	Mathematics for Business	Core	3	
		BE1101	Entrepreneurship	Core	3	
		BE2207	Microeconomics	Essential	3	
	Total Credit Value				13	
	Year 2	Semester 3	BE3208	Macroeconomics	Essential	3
			BE3210	Business Law	Essential	3
AF3212			Business Accounting	Essential	3	
AF3213			Fundamentals of Financial Management	Essential	3	
-			Specialisation Module	Specialisation	5	
Total Credit Value				17		
Semester 4		BE4214	Business Information Systems	Essential	4	
		BE4216	Strategic Management	Essential	3	
		-	Specialisation Module	Specialisation	5	
		-	Specialisation Module	Specialisation	5	
Total Credit Value				17		
Year 3	Semester 5	FP5199	Final Year Project	Core	8	
		-	Specialisation Module	Specialisation	5	
		-	Specialisation Module	Specialisation	5	
	Total Credit Value				18	
	Semester 6	IN4101	Internship	Core	8	
		EM1188	Enrichment*	Core	2	
Total Credit Value				10		
Total Credit Value for the Whole Programme				90		

*Enrichment module commences throughout three (3) years Diploma programme.