Bachelor of Business Management (BBM) Student Handbook
(For students admitted in AY 2015-16 and AY2016-17)

The list of courses is not exhaustive and subject to change. Students are advised to use the “Class Search” option in BOSS to browse the full list of courses offered.

As of 23 June, 2020
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OVERVIEW

The SMU Business School (School) undergraduate curriculum leads to the award of the degree of Bachelor of Business Management (BBM). The objective of the programme is to produce professionally competent graduates who are entrepreneurial, creative, capable of critical thinking and committed to life-long learning. In order to accomplish this objective, the curriculum is structured into three sections as well as internship and community service:

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Course Units (CUs)</th>
<th>Period of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>3</td>
<td>Year 1 only</td>
</tr>
<tr>
<td>University Core</td>
<td>4</td>
<td>Year 1 to 3</td>
</tr>
<tr>
<td>Business Core</td>
<td>10</td>
<td>Year 1-3</td>
</tr>
<tr>
<td>Business Capstone</td>
<td>1</td>
<td>Year 4</td>
</tr>
</tbody>
</table>
  *(Pre-requisite of this course: Strategy)*

<table>
<thead>
<tr>
<th>Business Major/Electives</th>
<th>Course Units (CUs)</th>
<th>Period of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses from the list of majors</td>
<td>6</td>
<td>Year 2-4</td>
</tr>
<tr>
<td>Business Options</td>
<td>3</td>
<td>Year 2-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cluster Courses</th>
<th>Course Units (CUs)</th>
<th>Period of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Studies</td>
<td>1</td>
<td>Year 1-4</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>1</td>
<td>Year 1-4</td>
</tr>
<tr>
<td>General Education</td>
<td>4</td>
<td>Year 1-4</td>
</tr>
<tr>
<td>Globalisation</td>
<td>1</td>
<td>Year 1-4</td>
</tr>
<tr>
<td>Modes of Thinking</td>
<td>1</td>
<td>Year 1-2</td>
</tr>
<tr>
<td>Technology Studies</td>
<td>1</td>
<td>Year 1-4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Credit Graduation Requirements</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Finishing Touch</td>
<td></td>
<td>Year 1-4</td>
</tr>
<tr>
<td>Internship</td>
<td></td>
<td>Year 2-4</td>
</tr>
<tr>
<td>Community Service</td>
<td></td>
<td>Year 1-4</td>
</tr>
</tbody>
</table>

**Total Required** 36

*Note: Both core or elective courses may have pre-requisites/co-requisites. Please refer to the Course Catalogue on OASIS for the most updated list of pre-requisites / co-requisites for a particular course. It is a must to complete the pre-requisite(s) before taking these courses.*

The School offers students a carefully designed programme in which business and management education is integrated with a broad-based foundation throughout the student's four years of study. The programme aims to equip all students with the fundamental skills and attributes needed to operate in a dynamic and challenging environment. Students are expected to develop and fine-tune analytical skills, adopt a creative approach to varying and rapidly changing situations, communicate effectively, and lead successfully.
The School’s curriculum will ground students thoroughly in the theories, concepts and working tools essential for operating in a modern business environment. Successful graduates will be proficient in oral and written communication, and will be able to understand and apply quantitative analysis to solving business problems. As managers, they will also be able to utilise the computer and other technologies in decision-making and other managerial processes.

The curriculum consists of 36 course units and at least one 10-week internship and 80 hours of community service. All curriculum requirements are to be completed within four years.

**FOUNDATION REQUIREMENT – 3 COMPULSORY COURSE UNITS**

You must take these courses in your first year:

- Calculus
- Introductory Economics
- Programme in Writing and Reasoning

**UNIVERSITY CORE REQUIREMENT – 4 COMPULSORY COURSE UNITS**

- Business, Government & Society
- Ethics & Corporate Responsibility (Version offered by LKCSB under COR 3304)
- Leadership & Team Building
- Management Communication

**BUSINESS CORE REQUIREMENT – 10 COMPULSORY COURSE UNITS**

- Business Law
- Decision Analysis
- Finance
- Financial Accounting
- Introductory Statistics or Introduction to Statistical Theory*
- Management Accounting
- Management of People at Work
- Marketing
- Operations Management
- Strategy

*All students who have been granted provisional enrolment into BSc (Econ) secondary degree will have to take Introduction to Statistical Theory.
BUSINESS CAPSTONE REQUIREMENT – 1 COURSE UNIT

All BBM students are required to complete Business Capstone in their final year. This is a compulsory graded course. Students can choose one course from the following basket of options*

- MGMT 330 The Design of Business
- MGMT 331 Management of Multinationals Across Asia

*This list of courses is not exhaustive. Please refer to the Course Catalogue for more information on the list of courses in this basket of options. A course taken to fulfill the Business Capstone requirement will not be declared as Exploratory (please see section on Exploratory Courses), and will not be double-counted towards any other requirements. (e.g. Strategic Management Elective)

BUSINESS MAJOR REQUIREMENT – 6 COURSE UNITS

Note that the list of electives provided in this handbook is not exhaustive. Please refer to OASIS > Top Applications> BOSS bidding > Plan & Bid > search for the courses) for the full list of courses.

BBM students are required to declare a major by the end of their second year. The details of the various majors offered in the School are as follows:

COMMUNICATION MANAGEMENT (COMM) (PREVIOUSLY KNOWN AS CORPORATE COMMUNICATION)

You must take:

- Foundations in Strategic Communication (previously known as Foundations in Corporate Communication)
- 5 Communication Management electives

ENTREPRENEURSHIP (ENTRE)

You must take:

- Entrepreneurship and Business Creation*
- 5 Entrepreneurship Major electives (at least 1 from Basket A, at most 1 from Basket B and the remaining courses from Basket A or C)

Basket A (At least one)
Corporate Entrepreneurship and Innovation
Leading New Ventures to Growth

Basket B (At most one)
One Entrepreneurship Study Mission (ESM)
Students can enroll in multiple ESMs but only one of the sections can be fulfilled as Entrepreneurship Major elective

Basket C
All other Entrepreneurship Major electives
FINANCE (FNCE)

You must take:
- Corporate Finance
- Corporate Reporting & Financial Analysis
- Financial Markets and Investments (previously known as Financial Instruments, Institutions & Markets)
- 3 Finance electives
- CFA100 Ethics and Standards Practice for Investment Management (non-credit)*

All SMU undergraduates who have declared Finance as their first or second major are eligible to do one of the four tracks listed below. Students are required to declare their major as FNCE with Track in (ITT/BT/RET/WMT) accordingly.

Please note that ONLY LLB students can choose to take FNCE 101 Finance or FNCE 103 Finance for Law. They have to obtain a minimum grade of A- for FNCE 103 Finance for Law.

All BBM and (double degree in BBM) students (majoring in Finance or Finance with Track in (FAT/ITT/BT/RET/WMT) are required to take CFA100 Ethics and Standards of Practice for Investment Management. CFA100 is tracked as a non-coursework requirement in the degree progression report. Students must (1) personally view the online lecture^ and (2) pass the online test to complete this requirement. The CFA100 lecture and test are conducted once a term, in Term 1 and Term 2, during a pre-designated period. Students are advised to avoid taking it during their final graduating term as it may delay their graduation if they do not pass the test. If you miss the online lecture or fail the online test, you would have to wait till the next available regular offering in either Term 1 or 2 to complete the requirement. Otherwise, you may have to drop your finance major and graduate without it or with no tracks. Please note that only students who have registered for CFA100 will be granted access to the online lecture and online test via eLearn. BBM (Finance) students who have passed CFA Level 1 with at least 70% on the Ethical & Professional Standards component can apply for exemption from CFA100.

^ With effect from AY18-19 T2, the physical lecture will be replaced by a series of short online lectures available during the regular term. Please refer to the announcement for more details.

FINANCE (FNCE) – INTERNATIONAL TRADING TRACK (ITT)

This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (ITT) as your major and you must take:

Compulsory courses for Finance major:
- Corporate Finance
- Corporate Reporting & Financial Analysis
- Financial Markets and Investments

Additional compulsory courses for International Trading Track:
- Analysis of Derivatives Securities
- Law of International Trade
- Shipping Business
- Trade Finance
- 1 other Finance elective
- At least three non-credit courses (e.g. Agri-commodity Trading, Coal Trading, Emissions Trading, Oil Trading, Palm Oil Trading, Petrochemicals Trading, and Iron Ore and Met Coal Trading)

**FINANCE (FNCE) – BANKING TRACK (BT)**
This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (BT) as your major and you must take:

Compulsory courses for Finance major:
- Corporate Finance
- Corporate Reporting & Financial Analysis
- Financial Markets and Investments

Additional compulsory courses for Banking Track:
- Consumer Banking
- Corporate Banking
- Investment Banking
- 3 other Banking Track electives

**FINANCE (FNCE) – REAL ESTATE TRACK (RET)**
This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (RET) as your major and you must take:

Compulsory courses for Finance major:
- Corporate Finance
- Corporate Reporting & Financial Analysis
- Financial Markets and Investments

Additional compulsory courses for Real Estate Track:
- Real Estate Economics
- Law of Real Estate or (Law of Property for LLB students)
- Real Estate Investments and Finance
- 2 other Real Estate Track electives* from the following list:
  a) Real Estate Valuation and Taxation
  b) Urban Economics and Policy
  c) Real Estate Development
  d) Project Financing
  e) Infrastructure Finance
  f) Analytics in Finance and Real Estate

Note: RET is only applicable to students admitted from AY16-17 onwards.

* Students should look out for Real Estate Track electives that consist of Finance Major Attribute to fulfil three finance electives requirement under Finance Major (e.g. Project
Financing and Infrastructure Finance can be cross-listed to two Finance electives and Real Estate Investments and Finance can be cross-listed as one Finance elective.

Real Estate Economics and Law of Real Estate can be cross-listed to Business Options.

**FINANCE (FNCE) – WEALTH MANAGEMENT TRACK (WMT)**

This is a specialisation under the Finance (FNCE) major. You will need to declare FNCE with Track in (WMT) as your major and you must take:

**Compulsory courses for Finance Major:**
- Corporate Finance
- Corporate Reporting & Financial Analysis
- Financial Markets and Investments

**Additional compulsory courses for Wealth Management Track:**
- Financial Planning & Advisory or Advanced Portfolio Management (previously known as Portfolio Management)
- Wealth Management and Advisory (previously known as Wealth Management)
- 1 other Finance elective
- 3 other Wealth Management Track electives

**MARKETING (MKTG)**

You must take:
- Consumer Behaviour
- Marketing Research
- 4 other Marketing electives

**MARKETING (MKTG) – Retail and Services Management Track (RSM)**

This is a specialisation under the Marketing (MKTG) major. You will need to declare MKTG with Track in (RSM) as your major and you must take:

**Compulsory courses for Marketing Major:**
- Consumer Behaviour
- Marketing Research

**Additional compulsory courses for Retail and Services Management Track:**
- Retail Management
- Digital Marketing
- Services Marketing
- Retail Strategy
- 2 other Retail and Services Management Track electives

**OPERATIONS MANAGEMENT (OPIM)**

You must take:
- Service Processes
- Supply Chain Management
- 4 other Operations Management electives
ORGANISATIONAL BEHAVIOUR & HUMAN RESOURCES (OBHR)
You must take
- Human Capital Management
- 5 other Organisational Behaviour & Human Resources electives

QUANTITATIVE FINANCE (QF)
You must take:
- Computing Technology for Finance
- Investment Statistics
- Quantitative Finance
- 3 other Quantitative Finance electives from the following list:
  a) Quantitative Trading Strategies
  b) Derivatives Sales and Trading
  c) Global Financial Risk Management
  d) Analysis of Fixed-Income Securities (previously known as Analysis of Fixed Income Investment)
  e) Analysis of Derivative Securities
  f) Advanced Portfolio Management (previously known as Portfolio Management)
  g) Behavioural Finance*
  h) Applied Stochastic Models*
  i) Quantitative Risk Analysis
  j) Linear Algebra and Numerical Methods
  k) Stochastic Finance

*Behavioural Finance and Applied Stochastic Models are delisted from Quantitative Finance wef AY2018-19. Only students who have taken the courses in AY2017-18 Term 2 or earlier will be able to cross-list to Quantitative Finance elective(s).

STRATEGIC MANAGEMENT (MGMT)
You must take:
- Introduction to Organisations
- 5 other Strategic Management electives (at least 2 must be from the following list)
  a. Corporate Strategy
  b. International Business
  c. Management of Technology and Innovation
  d. Managing Strategic Change

NO MAJOR
BBM Students can choose not to have a major. In such cases, students have to take 6 courses from any of the majors within the BBM curriculum. However, these 6 courses should include no more than 2 courses which are offered by other schools that have the attribute ‘business option’.
They should declare “No major” as one category under First Major. BBM students who declare “No Major” may take on a Second Major only if it is offered by another school. The second major should not be a major from the BBM curriculum. Students who declare “No Major” will have the generic descriptor “Business Management” reflected as their major in their transcripts.

SECOND MAJOR
All SMU students enrolled in a single degree programme may opt to do a second major offered by LKCSB or other schools.

All students MUST declare their first and second (if any) major within their first 4 regular terms of study (inclusive of any terms with a leave of absence and/or international exchange) via OASIS > Academic > Programmes & Majors > Declare Major.

For details on the second major requirements, please refer to OASIS > Academic > Advisement Curriculum > Second Major Requirements.

ASIAN STUDIES – 1 COURSE UNIT
Some examples under this cluster:
- Asia Pacific Business
- Economic Development in Asia
- Strategic Management in China

ENTREPRENEURSHIP – 1 COURSE UNIT
Some examples under this cluster:
- Design Thinking and Innovation
- Entrepreneurial Finance
- Social Entrepreneurship

GENERAL EDUCATION REQUIREMENT – 4 COURSE UNITS
You may be given exemptions of up to 3 courses on the basis of good grades in the equivalent courses taken for GCE A-level, Polytechnic Diploma, or other recognised qualifications.

You must take:
- Spreadsheet Modeling and Analytics (previously known as Computer as an Analysis Tool - A compulsory course under either General Education or Technology Studies cluster)
- Any 3 General Education courses
  Some examples under this cluster:
  o Creative Writing
  o Dance: East and West
  o Environmental Science
If you are taking COR 1305 Spreadsheet Modeling and Analytics (previously known as Computer as an Analysis Tool as a compulsory course under Technology Studies, then you have to take one more General Education course.

**Notes on Language Courses:**
- Students will be allowed to count only one language course towards General Education (GE) degree requirement.
- Please note that students may take (or transfer) more than one language course (whether advanced level or different language) for credit but the additional language courses(s) will not be counted towards the fulfillment of degree requirement.
- Students going on external study programme should note that language + immersion will not be approved for credit transfer. Instead, only those language courses that are offered by the host universities as credits for their own students would be considered for transfer towards GE requirement (above GE limit applies).

Please refer to [OASIS> Academic> Curriculum Advisement> Requirement for the Degree](#).

**GLOBALISATION – 1 COURSE UNIT**
You must take:
- Economics of Globalisation or Economics Globalisation and Asia under Globalisation

**MODES OF THINKING – 1 COURSE UNIT**
You must take:
- Analytical Skills (0.5 CU) **AND** Creative Thinking (0.5 CU) or
- Critical Thinking in the Real World or
- Managing Volatility, Uncertainty, Complexity and Ambiguity (VUCA)

**TECHNOLOGY STUDIES – 1 COURSE UNIT**
If you are taking Spreadsheet Modeling and Analytics (previously known as Computer as an Analysis Tool) as a compulsory course under General Education, then you have to take another course under Technology Studies.

Some examples under this cluster:
- Computing Technology for Finance
- Governing, Managing and Protecting Knowledge in Organisations
- Technology and World Change

**BUSINESS OPTIONS REQUIREMENT – 3 COURSE UNITS**
The Business Options component in the BBM curriculum allows students to choose three other courses offered by the School under Business Majors or courses that are cross-listed under majors offered by the other schools, including Study Mission courses.
Students may also take courses from:

- Accountancy Core/ Accounting Elective/ Accounting Major courses in the BAcc curriculum
- Applied Statistic/ Actuarial Science / Economics Core/ Economics Major courses in the BSc(Econ) curriculum
- Information Systems Foundation / Advanced Topic / Technology Depth / Management Depth/ Advanced Business Technology/ Analytics/ Information Systems Major courses in the BSc(IS) curriculum*
- Law Core/ Law Elective/ Legal Studies Major courses in the LL.B curriculum
- Social Science Core/ Arts and Culture Management / Global Asia / Social Science Major courses in BSoSc curvature
- Track-specific courses that count towards Business Options
- Specific courses (e.g. ASIA006 Screening Asia: History, Society and Politics in Films and MGMT108 Introduction to Business Analytics)
- Language courses (e.g. COR-JPAN2401 Japanese, COR-KREA2402, COR-MAND2404, COR-MLAY2405, COR-THAI2403 etc.)

* Please note that for students wanting to select courses from the BSc (IS) programme, you must satisfy the course pre-requisites. In situations where you feel that you have the necessary knowledge as defined in the pre-requisite course but have not taken the pre-requisite in SMU, you can seek the prior consent of the instructor to be enrolled in the course. You are also to take the courses in a sequential manner in the order listed in the SIS curriculum.

FINISHING TOUCH (FT) PROGRAMME – GRADUATION REQUIREMENT

The Finishing Touch (FT) programme, administered by Dato’ Kho Hui Meng Career Centre (DKHMCC), consists of a series of Career Preparation & Enrichment workshops to prepare students for internships, job applications and necessary skills for future career success.

Programme Outline:

<table>
<thead>
<tr>
<th>Year One Compulsory FT Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTW 101</td>
</tr>
<tr>
<td>FTW 102</td>
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</tbody>
</table>

*Note: FTW101 and FTW 102 are pre-requisites for enrolment into Year Two FT Workshops.*

<table>
<thead>
<tr>
<th>Year Two Compulsory FT Workshops (a series of five consecutive workshops)</th>
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</thead>
<tbody>
<tr>
<td>FTW 201</td>
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<tr>
<td>FTW 202</td>
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<tr>
<td>FTW 203</td>
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<tr>
<td>FTW 204</td>
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<td>FTW 205</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Three/ Four Optional FT Workshops</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTW 301</td>
</tr>
<tr>
<td>FTW 302</td>
</tr>
<tr>
<td>FTW 303</td>
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<tr>
<td>FTW 304</td>
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</tbody>
</table>

Students must successfully complete the compulsory Year 1 and Year 2 FT workshops to fulfil their graduation requirement for the FT Programme.
For more information, please refer to OASIS > Careers & Comm Service> The Finishing Touch.

DOUBLE DEGREE PROGRAMME
Under the double degree programme, a student can graduate in four years with two degrees in:

- Business Management & Accountancy (BBM/ BAcc)
- Business Management & Economics (BBM/ BSc (Econs))
- Business Management & Information Systems Management (BBM/ BSc (IS))
- Business Management & Social Sciences (BBM/ BSocSc)

The double degree programme gives students an invaluable edge in the global economy and an unrivalled versatility and flexibility in career options.

ELIGIBILITY CRITERIA
Students may apply for the double degree programme only at the end of Year 1 or Year 2 (after release of examination results), before the start of the first term of the next academic year. Please refer to OASIS > Calendar > Critical Dates for the application period.

For information on the criteria for applying for the double degree programme as well as the related policies, please refer to OASIS > Academic > Programmes & Majors > Double Degree Policy.

Note: Applications will be subject to the Dean’s approval. Being eligible to apply does not mean that your application will be approved.
**MINIMUM NUMBER OF COURSE UNITS**

To graduate with a double degree in the following combinations, a student must complete all the requirements of both degrees.

<table>
<thead>
<tr>
<th>Double Degree</th>
<th>Course requirements</th>
<th>Additional courses to take</th>
<th>No. of minimum CUs</th>
</tr>
</thead>
</table>
| BBM & BAcc    | • All 36 courses listed in the BBM curriculum  
• Complete all courses under Business Subjects (8 courses, of which 6 courses can be cross listed as Business Core within the BBM curriculum)  
• Complete all courses under Accounting Core (9 courses of which 2 can be cross listed as Business Core and 3 cross listed as BO within the BBM curriculum)  
• Complete all courses under Accounting Options (3 courses)  
• Take either ACCT101 FA or ACCT111 FA and either ACCT102 MA or ACCT112 MA, even though students are encouraged to take ACCT111 FA and ACCT112 MA.  

*Note: All BBM students who were provisionally enrolled in BAcc as their secondary degree are required to take ACCT 111 FA and ACCT 112 MA.*  

*Given that your primary degree is BBM, you have to take COR3304 Ethics and Corporate Responsibility offered by LKCSB.* | 2 Business Subjects  
4 Accounting Core  
3 Accounting Options | 43 CUs for students with major in Finance  
45 CUs for students with other majors  
43 CUs for students with no major |
|-------------------|---------------------------------------------|---------------------------|--------------------|
| BBM & BSc (Econ) | • All 36 courses listed in the BBM curriculum  
• Complete all courses under Economic Core (5 courses, of which Introduction to Statistical Theory can be cross listed as Business Core within the BBM curriculum)  
• Complete all courses under Economics Electives (8 courses, of which 3 courses can be cross listed as BO within the BBM curriculum) | 4 Economics Core  
5 Economics Electives | 43 CUs for students with FNCE major  
45 CUs for students with other majors  
43 CUs for students with no major |
<table>
<thead>
<tr>
<th>BBM &amp; BSc(IS)</th>
<th>BBM &amp; BSocSc</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Complete all courses under Economics Options (7 courses, of which all the courses can be cross listed as Business Core within the BBM curriculum)</td>
<td>• Complete all courses listed under Social Science Core (4 courses, of which POSC001, PSYC001 and SOCG001 can be cross listed as GE and Introductory Statistics which can be cross listed as Business Core within the BBM curriculum)</td>
</tr>
<tr>
<td>• All 36 courses listed in the BBM curriculum</td>
<td>• Complete all courses listed under Social Science Major (7 courses, of which 3 Courses can be cross listed as Business Options within the BBM curriculum)</td>
</tr>
<tr>
<td>• Complete all courses under IS Foundation (5 courses, of which 3 can be cross listed as BO within the BBM curriculum)</td>
<td>• Complete the necessary number of courses from the Social Science Major-related list of the BSocSc curriculum (8 courses, of which 6 can be cross listed as Business</td>
</tr>
<tr>
<td>• Complete all courses listed under IS Advanced Topics (6 courses)</td>
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</tr>
<tr>
<td>• Complete all courses listed under IS Project &amp; Elective (5 courses, of which QF205/MGMT302 can be cross listed as Technology)</td>
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</tr>
<tr>
<td>• Complete all courses listed under Business Oriented Elective (6 courses, of which 2 can be cross listed as Computer as an Analysis Tool and Introductory Statistics and 4 as Business Major electives.)</td>
<td></td>
</tr>
<tr>
<td>• Complete Computational Thinking under General Education.</td>
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</tr>
<tr>
<td>Student with QF/SM/MKTG/OM/OBHR major will have QF205/MGMT302/(MKTG220/228)/OPIM331/OBHR225 to be cross listed as Business Major elective in BBM curriculum</td>
<td></td>
</tr>
<tr>
<td>2 IS foundations</td>
<td>4 Social Science Major</td>
</tr>
<tr>
<td>6 IS Advanced Topics</td>
<td>2 SSMR (Social Science)</td>
</tr>
<tr>
<td>4 IS Project and IS Dept electives</td>
<td>3 GE</td>
</tr>
<tr>
<td>47/48 CUs for students with major in QF/ FNCE/SM/MKTG/OPIM/OBHR</td>
<td>44 CUs for students with major in Corporate Communication</td>
</tr>
<tr>
<td>49 CUs for students with other majors</td>
<td>46 CUs for students with other majors</td>
</tr>
<tr>
<td>47 CUs for students with no major</td>
<td>44 CUs for students with no major</td>
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<tr>
<td>Major electives/Business Core course under BBM curriculum)</td>
<td></td>
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<td></td>
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<tr>
<td>• Complete Social Science Capstone Seminar</td>
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</tbody>
</table>

Student with Corporate Communication Major may double count two Corporate Communication major electives (COMM120 and COMM330) as GE in the B SocSc and complete with BBM & B SocSc 44 CUs.

While some courses in the Social Science Core or Social Science Major can be cross listed with GE courses in the BBM Curriculum, these courses cannot be cross listed with the GE courses in the B SocSc curriculum. Students have to take the requisite number of GE courses to ensure that they satisfy the GE requirements under the B SocSc curriculum.
COURSE PROGRESSION FOR DOUBLE DEGREE STUDENTS

BBM/BACC
- Ensure that you take ACCT 111 Financial Accounting and ACCT 112 Management Accounting and ACCT 224 Financial Reporting and Analysis. ACCT 101/ACCT 102/ACCT 201 are meant for non-accounting degree students.

BBM/BSc (Econs)
It is highly recommended that you take ECON 205 Intermediate Mathematics for Economics in your first year as it is the pre-requisite for ECON 101 Intermediate Microeconomics which you will need, along with other courses, for your double degree confirmation.

BBM/BSc (IS)
It is highly recommended that you take 1 of the 3 SocSci core courses in your first year (preferably Term 2) to ensure that you are able to complete all of your pre-requisites courses by the end of your second year for your double degree confirmation.

BBM/BSc (IS)
It is highly recommended that you take IS 200 IS Design Foundations course in your first year as it is a pre-requisite for IS 201 Object Oriented Application Development course which is one of two courses that you need in addition to IS 202 Data Management course for your double degree confirmation.

If your Primary Degree is BBM, then you have to take COR 3304 Ethics and Corporate Responsibility offered by LKCSB.

TRANSFER OF PROGRAMME

SMU students are allowed, subject to approval of the Deans of both the current and new programmes, to transfer to another programme of study within SMU. Students may apply for a programme transfer only at the end of Year 1 or Year 2 (after release of examination results) before the start of the first term of the next academic year.

Please refer to OASIS > Calendar > Critical Dates for the application period. For information on the criteria for applying for a programme transfer, please refer to OASIS > Academic > Programme & Majors > Programme Transfer Policy.

Note: Being eligible to apply does not mean that your application will be approved.

INDEPENDENT STUDY PROJECT

The Independent Study option can be a valuable enhancement to the BBM curriculum, allowing students to pursue a specific topic of interest not available in regularly offered courses.

Those interested in taking an Independent Study option should go to OASIS > BOSS > Courses & Schedules > Independent Study Course for more information.
INTERNSHIP PROGRAMME (10-WEEK ATTACHMENT) – GRADUATION REQUIREMENT

Dato’ Kho Hui Meng Career Centre (DKHMCC) manages all internship placements for students at SMU. All students must complete a 10-week internship as part of their graduation requirement.

Accountancy, Information Systems and Law students have degree specific requirements for internship. Double Degree students are to ensure that they satisfy the criteria of internship set for both primary and secondary degrees for fulfilment of graduation requirement.

DKHMCC Internship Guidelines

Full-time matriculated students can start their internship after successfully completing two terms and have read the e-internship guide and passed the e-internship briefing quiz.

To have a successful internship, do prepare and plan ahead. Below are some points to note:

- Students may source for their own internship, or browse through the internship opportunities on OnTRAC II.
- Prior approval must be attained for all internships before embarking on the stint. DKHMCC reviews the job scope, internship host organisation and work arrangements for all internships (local/overseas).
- For self-sourced internships, students must submit a self-proposal via OnTRAC II for DKHMCC’s approval. The same guidelines and process will apply to students with internship obligations as part of their scholarship.
- Overseas Internships requires all necessary paperwork (relevant work visa, travel insurance, risk & undertaking form) to be completed and submitted before departing Singapore. Specific requirements for travel insurance is required, refer to DKHMCC for more details.
- The approved internship must be carried out on a full-time basis for a total of 10 weeks completing 400 hours.
- Students are recommended to register their subsequent (2nd/3rd) internships with DKHMCC for approval.

Internship Periods

Students are recommended to embark on their internship during Summer/Winter vacation break or during term-time.

Successful applicants for internship placement in the summer term (Term 3) should obtain endorsement of internship placement and waiver of tuition fee penalty from Dato’ Kho Hui Meng Career Centre. These students will then not be subjected to the tuition fee penalty and will receive a full refund of tuition fee. Please fill up this online form to request for Endorsement of Term 3 Internship Placement and take note of the following timeline and procedures when requesting for fee waiver at OASIS > BOSS > Course Enrolment & Drop > Bidding in Term 3 > Exception for Internship.
During term-time, students embarking on full-time internships to apply for Leave of Absence (LOA), restrictions however apply to student pass holders. Please read up the LOA policy via OASIS > Finance & Admin > Absence & Withdrawal > Leave of Absence Policy and the refund policy via OASIS > Finance & Admin > Absence & withdrawal from university > Refund Policy. Students need to initiate the application for LOA as this process is not automatic. All part-time internships are subjected to approval by DKHMCC and student pass holders are to keep to a maximum of 16 hours of work per week.

**Internship Grading**

- **Internship Report**
  At the end of the internship, students must submit an internship report **within one month** from the last day of the internship stint. To complete the internship report, students are to access the report via OASIS > Careers & Comm Service > Internship > Supporting Functions > Participation and Grading Details.

- **Performance Appraisal**
  A performance appraisal will also be required of the Supervisor / Reporting Officer, under whose supervision the student completed the internship to give feedback on the students’ performance.

Where a student scores below average in his/her "Overall Grading" in the Performance Appraisal, that internship placement will not be recognised towards the fulfilment of the required 10-week internship requirement. Students’ Internship will be graded and considered complete when submitted documents satisfy the graduation requirements and meets the objectives of the internship programme.

For more information, visit ontrac.smu.edu.sg; or you may refer to OASIS > Careers & Comm Service> Internship. Please direct all general enquiries to, email: placement@smu.edu.sg.

**COMMUNITY SERVICE (CENTRE FOR SOCIAL RESPONSIBILITY)**

Students are required to be actively involved in serving and giving back to society through a minimum of 80 hours of community service. Through community service, students learn the value of being responsible and civic-minded citizens of society. Students are encouraged to start their community service attachment early, preferably in their first year of study.

As preparation for Community Service Projects is essential, students must first attend the compulsory Community Service Briefing conducted by the Centre for Social Responsibility (C4SR). This briefing sets the tone for community service as a SMU graduation requirement – those who do not attend this briefing will not be allowed to count any community service rendered as part of the fulfilment of graduation requirements.

Students may work with a maximum of three organisations to fulfil the first 80 hours. Applications must be submitted via OnTRAC (https://singaporecsrcsm.symplicity.com/students/index.php) for approval before students embark on any project. At the end of the project, the host organisations are required to appraise the students’ performance.
After completing the first 80-hour requirement, students must submit a written report through SMU OASIS. Students' Community Service will be graded and considered complete only when submitted documents are assessed to be satisfactory and meeting the objectives of the community service programme, in which case the Community Service requirement will be given an overall "pass" grade.

For more information, please refer to OASIS > Careers & Comm Service > Community Service.

SMU UNDERGRADUATE REGULATIONS AND PROCEDURES

Please refer to OASIS > Policies & Self Service.

ONLINE REGISTRATION OF COURSES

Please refer to OASIS > BOSS > Course Enrolment & Drop.

EXCHANGE PROGRAMMES

Students may be granted approval to transfer credits from approved institutions for courses taken outside SMU after matriculation. Such approvals must be obtained before students embark on these programmes:
- International Exchange Programmes (via SMU International Office)
- Local Exchange Programmes (via Registrar’s Office)
- Summer Study Programmes (via SMU International Office)
- External Study Programmes (self-arranged by students)

(Refer to OASIS > Campus Life & Exchange > Other Study Programmes > Self-arranged External Study Programme)

Students are not allowed to go on external study programmes with SMU partner universities during regular term. Students may choose to do external study programmes at high-ranking and good standing non-partner universities during regular term.

Students who are going on external study programme especially in Term 3B must ensure that they are able to complete the external study programme and return to SMU for their studies at least 1 week before the start of the next term.

Procedures for External Study Programmes (self-arranged by students)

1. You can submit your application via OASIS > Campus Life & Exchange > Other Study Programmes > Self-arranged External Study Programme > [Exchange: Apply for Exchange > Other External Study (Non-Exchange)] for School’s approval. If a university is not on the selection list, you can then write to lkcsb_ug@smu.edu.sg for approval.

(Note: A student is allowed to submit only one application per regular term/summer term.)
2. Once the application has been approved:
   - If your external study is during regular term, you need to apply for LOA under the reason “other external study” before the start of the term. The Letter of Acceptance must be attached in your LOA application as a supporting document. Any delay in the submission of the LOA application will result in School fees penalty.

   - You need to submit the online worksheet for the courses you plan to take. The course duration must be indicated on the worksheet. We will not be able to process the worksheets without course syllabus.

   The onus is on you to ensure that the SMU credits are keyed in accurately on the worksheet. **If there are any discrepancies found, you will not be able to transfer the full credit back to SMU.**

   **Please note that the school does not accept Certificate of Attendance as documentary proof for any credit transfer.**

   - School to evaluate / approve worksheet course areas.

   - You must ensure that the worksheets have been approved before embarking on the external study.

3. You are required to submit the offer letter of acceptance and provide your flight details such as departure date, emergency contact* to lkcsb_ug@smu.edu.sg once you have confirmed your exchange programme.

   It is required for all students to remain contactable during their exchange programmes. You are advised to obtain a local contact number from the country of your exchange programme. Please provide us the local contact number within one week after your arrival.

4. After you have successfully enrolled in the courses, you need to login to OASIS to confirm these courses for credit transfer.

5. After your exchange program, please submit the original official transcript to LKCSB (at Undergraduate Office, Level 5).

   It is a must that you be familiar with the credit transfer policy before applying for external study.

   **Please refer to OASIS > Academic > Advisement & Curriculum > Credit Transfer Policy.**

   Generally, you are encouraged to take up overseas exchange with the SMU International Office.
FREQUENTLY ASKED QUESTIONS

1. **What requirements do I need to fulfil to be eligible for a BBM degree?**
To be eligible for a BBM degree, a student must satisfactorily complete all requirements of the programme, including the compulsory internship, community service requirements and other required non-coursework requirements.

Students pursuing a single degree with a single major (basic degree) must attain at least 36 credited CUs, including exemptions/credit transfers.

For those who are pursuing a basic degree with a second major, the minimum CUs required is typically 38, including exemptions/credit transfers. The actual minimum CUs required will depend on your declared major (please refer to OASIS > Study > Advisement Curriculum for details). Double counting of courses between your basic degree and second major is allowed, provided the courses are listed in both areas and the total CUs earned do not fall below the minimum required CUs. (A course that is used to double count in two areas does not mean you have completed 2 CUs.)

Students must attain a cumulative GPA of at least 2.00 and obtain the minimum credits required for their declared degree (degree with no/single/double major). Double degree students must attain a cumulative GPA of at least 3.00.

Only ONE cumulative GPA (single degree or double degree) will serve as the basis for the cum laude/merit award.

Note: You must obtain a passing grade of "D" or better to receive credit in any course. An "F" grade in a course will remain on your transcript permanently and will be factored in when calculating your GPA. If you retake the course at a future time, both the old and new grades will be appear on transcript. The new grade will count toward your GPA and you will receive credit for the repeated course. If you receive an "F" grade in a required course, you must retake that course. If you receive an "F" grade in a non-required course, you may either repeat the course or substitute it with another.

2. **Can I still take a course when I have yet to complete its pre-requisite?**
If a course is a pre-requisite for another course, the courses cannot be taken together. No special arrangements will be made.

3. **How can I know the attributes of a course?**
Please refer to the BOSS User Guide on OASIS.

4. **How can I check if I have fulfilled my course requirements?**
We encourage all students to go to OASIS to generate their own academic advisement reports. The report will indicate how many outstanding courses there are and which areas these courses fall under.

Office of the Dean
If the advisement report does not tally with your own records, then attach the degree progress report from OASIS and indicate specifically which area of the report that you have queries with. Send your queries to lkcsb_ug@smu.edu.sg

5. If I have completed the requirements for a double major under a single BBM degree in less than 38 CUS, am I eligible to file for graduation?
If you meet the second major requirement with fewer than 38 CUs, then you have to take additional Business Options course(s) to fulfill the minimum CU requirement.

To find out which courses you’re required to take in order to complete your second Major, please go to OASIS > Academic > Advisement Curriculum > Second Major Requirements.

6. How can I apply for an internship exemption if I have completed my industrial attachment in Polytechnic?
For Polytechnic students who want to request for an internship exemption, you will need to bring your Polytechnic internship certificate (with the duration of your internship indicated on the certificate) to LKCSB’s Undergraduate General Office at Level 5.

Do note that such exemptions are granted on a case-by-case basis.

Note: Apply for internship exemption only if you are very certain that you are not doing internship with Dato’ Kho Hui Meng Career Centre.

7. How can I request a letter of certification that I am studying in SMU?
Please go to OASIS > Finance & Admin > Certification & Personal Info > Enrolment letter & Academic Summary (Select the appropriate letter type).

8. How can I make changes to my personal details?
Please go to OASIS > Finance & Admin > Certification & Personal Info > Update Personal Info & Citizenship.

9. How can I apply for a Leave of Absence?
Please go to OASIS > Finance & Admin > Absence & Withdrawal > Apply for Leave of Absence.

You are required to attach supporting documents such as Internship Offer Letter and email your email confirmation from the Dato’ Kho Hui Meng Career Centre.

Do note that approval is given on a case-by-case basis.