

Guidelines for Students Seeking to Enroll in the Non-Degree Conferring Program in Business Administration

Amended and approved by a meeting of the Department of Business Administration on March 27, 2001
Amended and approved by a meeting of the School of Management Curriculum Committee on April 18, 2002
Amended and approved by a meeting of the National Central University Curriculum Committee on April 29, 2002
Amended and approved by a meeting of the Academic Affairs Committee on June 18, 2002
Amended and approved by a meeting of the Department of Business Administration on October 4, 2005
Amended and approved by a meeting of the School of Management Curriculum Committee on May 9, 2006
Amended and approved by a meeting of the National Central University Curriculum Committee on May 29, 2006
Amended and approved by a meeting of the Academic Affairs Committee on June 14, 2006
Amended and approved by a meeting of the Department of Business Administration and its Curriculum Committee on September 11, 2007
Amended and approved by a meeting of the School of Management Curriculum Committee on November 13, 2007
Amended and approved by a meeting of the National Central University Curriculum Committee on December 13, 2007
Amended and approved by a meeting of the Academic Affairs Committee on December 26, 2007

1. The aim of this program is to provide students with a foundation in business administration so as to enable them to work or conduct research in this field.
2. Any University undergraduate who is not a student in the School of Management may apply for entry into this program.
3. All University students who comply with these guidelines and earn 24 credit hours in the Non-degree Conferring Program in Business Administration shall have the name of the program as well as the number of credit hours they have earned from the program clearly indicated on their transcript and shall also be awarded a certificate showing they have completed this program.
4. The course and credit hour requirements for this program are as follows:
To be awarded a certificate in this non-degree conferring program, students must take eight of the following courses, for a total of 24 credit hours: Management (BA1003), Introduction to Business (BA1004), Information Management (BA3004) [or Introduction to Information Management (IM1018)], Human Resources Management (BA3005), Financial Management I (FM2029), Marketing Management (BA2030), Production and Operation Management (BA3001), Business Policy (BA4000).
5. In selecting courses from the aforementioned list, students should give priority to courses offered by the Department of Business Administration, which can be identified by the preface “BA” (e.g., BA3004). Students who have taken similar courses from other departments prior to their enrolment in this program may apply for a waiver provided they obtain the consent of the Department of Business Administration and the courses they took have the same title and credit hours as the courses they are seeking to waive; the maximum

number of courses that can be waived is three.

6. These guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.