

ANNUAL REPORT 2022-2023



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ACLEDA INSTITUTE OF BUSINESS
HISTORY OF ACLEDA INSTITUTE OF BUSINESS,
ACADEMIC RESOURCES, PHYSICAL RESOURCES

History of the ACLEDA INSTITUTE OF BUSINESS

1993-1997 as the Training and Consultancy Division, **Mr. Men Savorn** as Head of Training and Consultancy Division. (in 1993 as Technical support team, ACLEDA NGO and 1997 to become Training & consultancy service division, ACLEDA MFI).

1998 -2001 as the Training Center, **Mr. Men Sophal** as Head of Training Center. On Janury,1998 the Training and Consultancy Division were renamed the Training Center Under Credit Department of ACLEDA Microfinance Institution. On January 1, 2001 the Training Center were renamed as Training unit of Credit Department of ACLEDA Specialized Bank.

2001 -2010 as the Training Division, **Mr. Thong Chandara** as Head of Training Division. On December 1, 2010 following on the evolution of the ACLEDA Bank and in accordance with its business plan, ACLEDA-ASEAN Regional Micro Finance Training Center was again allowed to operate independently from ACLEDA Bank Plc.

2011-2017 as the ACLEDA Training Center Limited, **Mr. Chhan Ponloeu** as Acting Managing Director. An independent subsidiary of ACLEDA Bank Plc., ACLEDA Training Center was recognized as a legal entity on June 8, 2011 under the Registration Number: Co. 1332/KH 2011 with registerred KHR 20,000,000 capital of ACLEDA Bank Plc. as a shareholder. On January 25, 2016 ACLEDA INSTITUTE OF BUSINESS Co., Ltd. was officially recognized by the Royal Government of Cambodia, through Sub-Decree No. 13 Or Nor Kro.Bor Kor.

2018 to Present Dr. Phon Narin as Managing Director.



Academic Resources

Academic resources are an important part of an institution's educational services, which encourage teachers, students and employees to participate effectively and appreciate their studies and professional endeavors. The Institute has organized study resources by building a large library with a total area of 2,388 square meters equipped with a wide range of materials such as books, self-check machines, computers, internet access, e-library, and a photocopier. Computer labs have been established which are equipped with state-of-the-art technological resources. These include high speed Internet, LCD projector, computers, etc. to provide opportunities and facilities for teachers, students and AIB employees to have easy access to study, research, documents and other data to support teaching, learning and work to be successful with quality.

Physical Resources

ACLEDA INSTITUTE OF BUSINESS has administrative buildings, classroom buildings, a library, meeting rooms, co-educational hall, which are situated on a large campus with a suitable environment that is conducive for academic pursuits and other extra-curricular activities.

The Institute is located at #1397, Phnom Penh - Hanoi Friendship Blvd., Phum Anlong Kngan, Sangkat Khmuonh, Khan Sen Sok, Phnom Penh, Kingdom of Cambodia, constructed in recent years with an investment of around US\$37 million. It is an eco-friendly place that is conducive to teaching and learning with an expansive 75,750 square meter campus. The Institute has school buildings, classrooms, offices, meeting rooms, lecture hall, a library, copy room, nurse's station, customer service room, testing room, canteen, mini-mart, bank teller, e-banking facilities, CCTV and adequate electricity and water supply, all under an effective management team.

ACLEDA INSTITUTE OF BUSINESS has a total land area 75,750 square meters with two school buildings, five floors (total area 11,980.80 square meters), one, three-floor administrative building, (total area 6,377.24 square meters) 1 four-floor dormitory building (total area 1,764 square meters), 1 three-floor library building (total area 2,388 square meters).

With an investment of approximately US\$37 million, ACLEDA University of Business has constructed a new building on a 75,750 square meters of land is located at Phum Anlong Kngan, Sangkat Khmuonh, Khan Sen Sok, Phnom Penh, with two academic buildings include 29 classrooms, 7 meeting rooms, 10 theater rooms, 7 computer lab rooms for individual study/group study/seminar, and the library building. For extracurricular activities there are also a 64m x 100m football pitch, 21m x 34m volleyball court, a 21m x 34m basketball court, art room, cultural day and other activities. The dormitory rooms can accommodate 137 students and the three-floor administrative staff building can accommodate about 250 employees.

The classrooms at the Institute are spacious and create a conducive learning environment according to the flexibility of teaching methods, soundproofing quality, light and adequate ventilation. They are equipped with internet, motivational posters, pictures and educational materials to support teaching and learning processes.

In addition to classroom study, students can also avail themselves of the library, which is equipped with electronic devices, including: computers, headphones and internet services, etc. The Institute has set up rooms for professors to facilitate preparation of lectures, research, documents, student assignments, and lesson plans. In addition, the Institute has ten lecture halls, with occupancy levels ranging from 45 to 218 students, for workshops and seminars related to social and scientific knowledge as well as to share knowledge, experience and to encourage student academic activities.

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MOTTO, VISION, MISSION, GOAL AND CORE VALUES & PHILOSOPHY

MOTTO

The Institute for your successful professional careers.

VISION

Our Vision is to be the leading business school with the highest quality standards for future generations to support socio-economic development in Cambodia and the region.

MISSION

Our mission is to provide students with superior quality higher education, through on-campus and digital courses, to build their:

- > Knowledge
- Professional Skills
- Creative and Innovative Potential
- > Experience
- > Ethics
- Professional Networks

In order to enhance their future professional careers, we will at all times observe the highest principles of ethical behavior, respect for a diverse and multi-cultural society, laws and regulations, and the environment.

GOAL

Our goal is to build the highest employability for our student graduates.

CORE VALUES & PHILOSOPHY

Quality : Highly qualified students, management team and lecturers, high quality and responsive services, effective education and training methods, with

relevant, updated teaching and learning materials.

Ethics : Students apply and practice business ethics, buttressed by moral principles

of their respective societies, philosophy of life, and work place

professionalism.

Employability: Enhancing/building student's capacity for securing and maintaining

employment. Students possess abilities to be employed or to create jobs for

others.

Professional: Students possess a specific profession with virtue of having completed a

required course of studies and/or practice. Their competence meets an

established set of standards.

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The Board met face-to-face in Phnom Penh Four times in 2022 and three times in 2023 (as of October) in March, June, September and December. In addition, as of October 2023, a number of resolutions were passed by E-mail. Each face-to-face meeting normally lasts a day including Committee meetings.

Members:



Drs. Pieter KooiMember



Ms. Phurik Ratana
Chairwoman



Ms. Phurik Ratana Member



Dr. Phon Narin Member



Mr. Mach Theary
Member



Cambodian and born in 1972, Ms. Phurik Ratana obtained a Post-Graduate Diploma (DEA) and was a PHD candidate in Industrial Economics, a Master of Science in Foreign Trade and a Master in Economics and Finance at University of Paris 1 Panthéon-Sorbonne. She also is a CFA Charterholder.

Ms Phurik Ratana is the Chairwoman of the Board of Directors of ACLEDA Institute of Business (AIB) since December 2022. She also joined the Board of ACLEDA Bank Plc in November 2021 as Independent Director.

With 25 years of experience in investment, private sector development, finance and international trade, she has a strong background as a consultant/economist combined with hands-on experience in high-level management positions. She is currently a Private Sector and Investment senior consultant for various international organizations and Government bodies; and is on the advisory board of Khmer Enterprise, Impact Hub and SmallWorld. She is also a rating committee member in the newly Rating Agency of Cambodia. Previously Independent Director for a commercial bank in Cambodia from 2014 to 2021 and for I-Finance Leasing from 2018 to 2022, her previous positions in Cambodia include being the Executive Director of EuroCham Cambodia from 2014 to 2018, business consultant of DFDL, partner at the private equity firm Cambodia Emerald in 2008 and director of the CCFC (French Cambodian Chamber of Commerce). She worked also in Switzerland as portfolio manager for a Private Bank and as economist at UNCTAD.

Ratana is also strongly committed in capacity building and excellence in education, particularly in the finance sector. She is the founder and chairperson of the Cambodia Community of Investment Professionals (CFA Community in Cambodia) to build local skills in finance while promoting Cambodia as an investment destination. Their flagship event, the CFA research challenge in Cambodia has become a recognized competition aiming to train University Students teams in new finance skills such as equity valuation. In addition, she is regularly involved as a judge and mentor in several local and international startup competitions, including student challenges like SmartSpark.

Cambodian. Born in 27 September 1967, Mrs. Mar Amara joined as member of the Board of Directors of ACLEDA Institute of Business CO., LTD. In addition, she is a member of Audit Compliance and Ethics Committee (ACECO) in December 2022.

She completed the Green Bond and Sustainable Finance Executive programme, Stockholm Sweden in October 2022, and Organizational Leadership from Harvard Business School, USA in August 2022, graduate of the Australian Institute of Company Directors (GAICD) in 2018, and also graduated from the National University of Management in Phnom Penh in 2006 with a Master's Degree in Finance, having previously obtained a Bachelor's Degree in Management in 2003. She attended courses on Management Accounting, Financial Accounting, and Auditing among others at Regent College from 1996 to 1998 in Phnom Penh.

Currently she is a Senior Executive Vice President & Group Chief Financial Officer, member of the Bank's Executive Committee, which is responsible for the overall strategic planning and running the day-to-day business of the Bank as well as the implementation of the business plan. She is a chairwoman of the Bank's Assets and Liabilities Committee, and member of Executive Risk Management Committee, Strategic Plan Development Committee, and the Management Credit Committee. She also leads the work of the Basel Team. She is responsible for the Finance Division, Budgeting & Control Division, Public Investment Division, and Management Accounting Department. She is directly accountable to the President & Group Managing Director.

Her other responsibilities within the Group include being Board chairwoman of ACLEDA Securities Plc. and vice chair of the ACLEDA FINANCIAL TRUST.





Dutch. Born in 1958. Drs. Pieter Kooi has joined the member Board of ACLEDA Institute of Business since March 2016. He is also a Chairman of the Board Audit, Compliance and Ethics Committee of ACLEDA Institute of Business.

Starting in 1993, he is a consultant of ACLEDA microfinance over a period of seven years in its course from a development program into a commercial bank. From 1999, he worked as a short-term microfinance consultant on projects in 15 countries located mainly in Africa and Asia. From September 2002 until December 2005, he was Director of the Microfinance Unit of UNCDF in New York. From March 2006 till May 2011, Drs. Pieter Kooi supported ACLEDA Bank Plc. as a part-time consultant in the establishment of ACLEDA Bank Lao Ltd., ACLEDA Training Center Ltd. (Currently ACLEDA Institute of Business) and ACLEDA Securities Plc. At present Drs. Pieter Kooi serves on several boards within ACLEDA Bank Group.

He obtained his Master's Degree with distinction in Corporate Finance and Sociology from Erasmus University in Rotterdam, the Netherlands. He is also a Graduate of the Australian Institute of Company Directors (GAICD).

Cambodian. Born in 15 November 1965, Mr. Mach Teary joined as member of the Board of Directors of ACLEDA Institute of Business (AIB) in December 2022.

He was awarded a Bachelor's Degree in Science in 1989 from Monash University in Australia, majoring in Computer Science and Statistics. He then proceeded to do a Graduate Diploma in Business Systems and was awarded the diploma in 1990 by the same university. He worked for several different organizations, including the ANZ Bank in Australia, Monash University, UNHCR in Cambodia, World Vision Cambodia, and the International Labour Organization, before joining as member of the Board of Directors of ACLEDA Institute of Business.

Currently, he is an Executive Vice President & Group Chief Information Officer, chairing the IT Steering Committee, a member of the Executive Management, and member of a number of other executive committee ACLEDA Bank Plc.





Born in 1969, holds a Doctor of Philosophy (Ph.D.) in Business Administration, Build Bright University, in 2016. He obtained Master of Business at Chamroeun University of Poly-Technology, in 2004, Diploma of Public Administrative Science, Institute of Public Administration (IPA) 1992, Thailand, Certificate of the Australian Institute of Company Directors (AICD) from Sidney city in 2012, and Graduated Professor of First Cycle of Secondary Education, in 1990, Thailand.

Dr. Narin, Specialized as Professor in high school for 07 years, 1988-1995, and from 1996 onwards, he attended numerous courses and workshops on Microfinance, SMEs, Human Resource Management, and banking in Cambodia and overseas including Thailand, Laos PDR, Vietnam, Myanmar, China, Netherland, Australia, Philippine, Paris City France, and Brunei Darussalam, Starting in 1996, he worked with ACLEDA NGO as a Rural Financial Services Program Coordinator, Small Enterprise Promotion Officer (SEPO), Non Collateralized Credit Assistant, Collateralized Credit Assistant, Chief Credit Officer, District Team Leader, Vice President & Branch Manager Takeo province, and Vice President & Deputy Head of Credit Division of ACLEDA Bank Plc., Headquarters, Phnom Penh. From December 2008 he was promoted to Managing Director & CEO and the Board of Director of ACLEDA Bank Lao Ltd., As Chief of the Executive Officer, he led the Executive Management Team, which was responsible for overall strategic planning and running the day-today business of the organization as well as implementation of the business plan. He was directly accountable to the Board of Directors. His other responsibilities within the Group include being a member of the Board of Directors, Representative for ACLEDA Bank Lao Ltd., a member of the Board Credit Committee. Outside ACLEDA he was a member of American Chamber of Commerce (AMCHAM Laos), a member of the Lao Bankers' Association, and a member of the Lao National Chamber of Commerce and Industry.

He finished his duties as MD & CEO and a Board member of ACLEDA Bank Lao Ltd., for over 9years on December 31, 2017, and became the Managing Director of ACLEDA Institute of Business since January 1, 2018 until now.

Academic Affairs Committee (AACO)

Scope & Purpose

The AACO is established by the AIB's Board of Directors as a competent arm to provide technical support and recommendations to the BoD on academic affairs, teaching and learning issues and vision setting on quality of teaching and learning, including faculty capacity development and curriculum design.

Members:

Dr. Dy SamsidethDrs. Pieter KooiChairmanMember

Mr. Terry Mach
 Dr. Phon Narin
 Lectuer Representative
 Ex-Officio member

Board Audit, Compliance & Ethics Committee

Scope & Purpose

The ACECO is established by the Board of Directors of ACLEDA Institute of Business (AIB) to monitor and review the integrity of the financial statements, the internal financial control systems, the internal audit and the services provided by external auditors. Moreover, to ensure compliance with all relevant laws and regulations, and that appropriate policies and checks are in place to provide the highest standards of corporate governance and ethical behavior.

Members:

Drs. Pieter KooiMrs. Mar AmaraMember

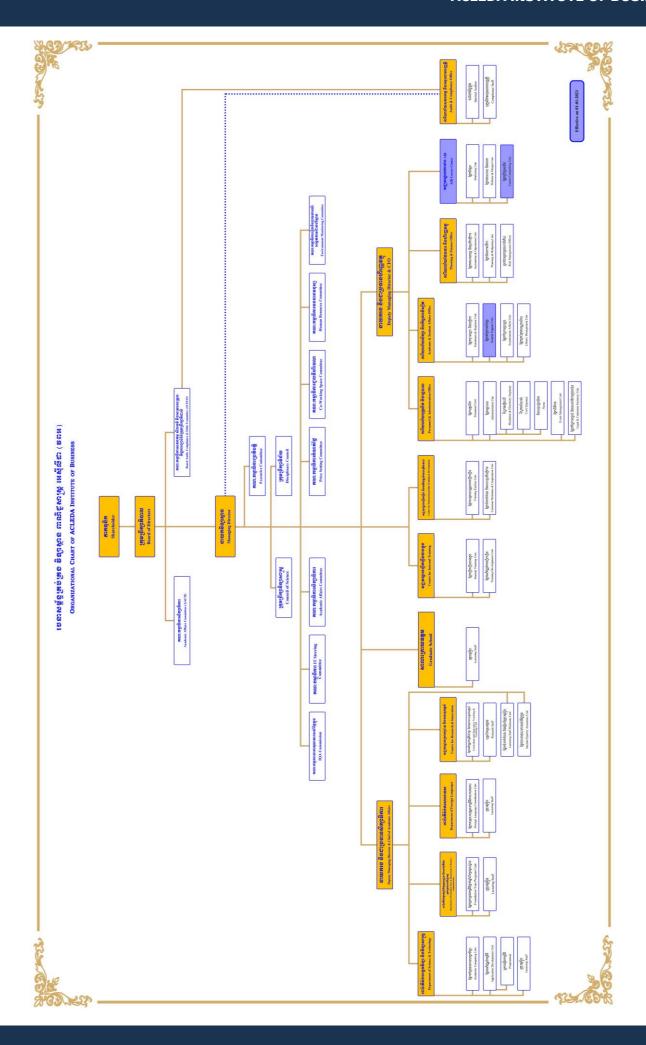
Meetings

The Committee met face-to-face in Phnom Penh four times in 2022 and 2023. Significant Issues and Activities from November 2022 to October 2023.

- Reviewed the following policies: Audit Policy, Compliance Policy, Disciplinary Action Policy, Conflict of Interest, Academic Policy, Whistle Blower's Protection Policy, Corporate Governance Policy, and Related Party Transaction Polity;
- Ensured that the company complies with all laws and regulations and that procedures are in place to verify such compliance;
- Monitored and ensured that all activities of the company are in compliance with all policies and procedures as approved by the Board and Executive management:
- Fostered good relationships with the regulators and other relevant parties to ensure that the company is kept aware of trends and developments which might impact on any compliance issues;
- Monitored potential risks of non-compliance in the future:
- Examined and recommended on the strengths and weaknesses of self-evaluation reports in order that the educational quality is accredited by the Accreditation Committee of Cambodia (ACC) or other related entities;
- Reviewed and considered compliance on the whistle blower's protection policy and management's response:
- Considered other topics as requested by the Board from time to time;
- Discussed and reviewed issues in the external auditors' Management Letter and management's response.
- Assessed the quality of internal control procedures, in particular where the systems for measuring and controlling risks are consistent, and recommended further action where appropriate;
- Reviewed the effectiveness of the AIB's system of internal financial controls and reported to the Board on an annual basis:
- Reviewed and monitored management's process of International Financial Reporting Standards (IFRS) implementation and development;

Discussed and selected audit firm as AIB's external auditor for the year 2022.





ACCREDITATION

In order to lead and ensure the quality of education in accordance with standards and excellence of education, the ACLEDA Institute of Business has established Self-Assessment Report Team (SAR Team) under the purview of the Internal Quality Assurance Commission (IQA Commission), in which all components are fully integrated by All Offices, Departments, Centers and related Units. Relevant policies have been established to ensure the quality of education and to monitor actual evaluation methods through the analysis of information, data, relevant documents, conclusions, and recommendations for promotion. Quality of education includes training in the preparation of assessment reports, which are then submitted to competent authorities to review, advise, and evaluate implementation activities. Implementation activities are monitored in order to achieve successful learning results in accordance with AIB's Mission and Vision. The main goal of the Institute is to ensure the highest quality of education that has renown at the national, regional, and global levels. Demonstrating these high-quality standards to the public, parents and guardians, companies, and supportive community enterprises, and especially for the Royal Government of Cambodia, confirms ACLEDA Institute of Business as fully responsible and accountable to the communities the Institute serves. With a strong belief in the provision of educational services, the Institute pledges to respond in a timely and professional manner to the needs of learners and the needs of society.

Moreover, the ACLEDA Institute of Business has developed a clear internal quality assurance system to receive accurate data on quality assurance, education and internal quality assessment, so assessment methods align with Accreditation Committee of Cambodia (ACC) evaluation tools. Other institutional evaluation tools for systemic evaluation conducted for all levels of training also can be implemented upon approval.

On June 29, 2022, the ACC awarded full accreditation to ACLEDA Institute of Business for fulfilling the requirement of the National Standards for five years -- valid from 2021 to 2025. At the same time, AIB also prepared a report on the internal quality assurance of the Institute to the Department of Higher Education of the Ministry of Education, Youth and Sports.

Seeking full recognition at multiple levels, namely national, regional, and global, the Institute remains confident to request authorized related institutes to evaluate the quality of education based on its strategic plan.

ACLEDA INSTITUTE OF BUSINESS	
MEMORANDA OF UNDERSTANDING	
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No.	LIST NAME OF OUR PARTNERS
1	AMK Microfinance Institution Plc.
2	First Finance Plc.
3	Mohanokor Organization
4	CRED Institution
5	Samrithisak Microfinance Limited
6	Vision Fund Cambodia
7	Ly Hour Microfinance Institution
8	Rith Sokha Organization
9	KK Fund Leasing Plc.
10	Smile Finance Plc.
11	PRIME MF Microfinance Institution Ltd
12	Chamroeun Microfinance Limited
13	Rights Smart Finance
14	Credit Mutuel Kampuchea (CMK)
15	BORRIBO Microfinance Institution Plc.
16	Capital Rong Roeung Plc.
17	Samic Plc
18	KIM SAN Supported Farmer Living Rural Credit Operator
19	ORO Financecorp Plc.
20	SAHAKA Microfinance Institution Plc
21	CITY MICROFINANCE INSTITUTION PLC
22	TOYOTA TSUSHO FINANCE (CAMBODIA) PLC
23	DHL Cambodia
24	PROAHSITH CREDIT OPERATOR
25	Ly Hour Pay Pro PLC
26	Prudential (Cambodia)
27	HRinc. Cambodia
28	Century 21
29	RHMS Pawn Shop Plc
30	Serey Oudom Microfinance Plc
31	InBizNest
32	Prince Bank
33	Woori Finance Cambodia Plc
34	Modernity Holding
35	Integrated Logistics Services Co.,Ltd
36	The Securities and Exchange Regulator of Cambodia Fii&Associates
37	
38	Mega Leasing
39	Trust Regulator Mekong Microinsurance
40 41	NONGHYUP FINANCE (CAMBODIA) PLC
41	Kampuchea Institute of Certified Public Accountants and Auditors
43	Kirirom Institute of Technology
43	Confucius Institute of Royal Academy of Cambodia
44	IELTS
40	ILLIJ

ACLEDA INSTITUTE OF BUSINESS

46	Preah Sisowath High School (NGS)
47	Prek Leap High School (NGS)
48	NTC GROUP
49	Happy Chandara Neary Prek Thmey School of "TOUTES A L'ECOLE" NGO
50	Toun Fa II
51	Leep Khoun
52	Westline Education Group (WEG)
53	Grand Mount
54	The Angkor Intellectual Academy (Ai Academy)
55	THE BLUM CENTER FOR DEVELOPING ECONOMIES AT THE UNIVERSITY OF
35	CALIFORNIA, BERKELEY
56	Khmer Enterprise & Expert Leadership Innovation Exchange

ENROLLMENT

1. Requirements for enrollment

The procedure for enrolling students is determined as follows:

1.1 Qualifications

The Institute accepts students for the following qualifications:

A. General Knowledge

- Failed or passed high school
- Failed or passed level 3 degrees from Technical Vocational Education and Training School (TVET)
- Have a degree or equivalent certificate certified by a competent authority

B. Knowledge of English

- Have a degree or certificate of completion of General English Program from an institution by using English curriculum issued not more than one year after graduation.
- Have tested IELTS score from 3.5 or TOEFL from 350 (Paper Based) not more than two years after completion.
- Used to be a High school English teacher at a public or private high school (Certificate have to be not more that two years after released).

C. Knowledge of Mathematics

Have a recommend certified that used to be a high school mathematics teacher at a public or private high school (Certificate have to be not more that three years after released).

D. Advanced Computer Knowledge

• Have a certificate or recommendation of Microsoft Word and Excel in Advanced computer knowledge (Certificate have to be not more that one years after released).

1.2 Bachelor's Degree

A. General Knowledge

- Have a high school diploma certificate or
- Level 4 technical and vocational degrees from Technical Vocational Education and Training School (TVET) or
- Have a degree or equivalent certificate which is certified by the competent authority

B. Knowledge of English

- Have a degree or certificate of completion of General English Program from an institution using English curriculum for not more than one year after graduation; or
- Have tested IELTS score from 3.5 or TOEFL from 350 (Paper Based) not more than two years after completion.
- Used to be a High school English teacher at a public or private high school (Certificate have to be not more that three years after released).

C. Knowledge of Mathematics

 Have a recommend certified that used to be a high school mathematics teacher at a public or private high school (Certificate have to be not more that three years after released).

D. Advanced Computer Knowledge

• Have a certificate or recommendation of Microsoft Word and Excel in Advanced computer knowledge (not more than one year after certificate is released).

1.3 Master's Degree

A. General Knowledge

 Have completed bachelor degree with higher than GPA 2.5 or equivalent certificate certified by the competent authority

B. Knowledge of English

• Have a degree or certificate of completion of General English Program from an institution using English curriculum for not more than one year after graduation; or

- Have tested IELTS score from 5.00 or TOEFL from 500 (Paper Based) not more than two years after completion.
- Used to be a High school English teacher at a public or private high school (Certificate have to be not more that one years after released).

C. Advanced Computer Knowledge

 Have a certificate or recommendation of Microsoft Word and Excel in Advanced computer knowledge (not more than one year after certificate is released for major finance and finance and banking).

2. Admission

2.1 Admission Through Amendment

In case students do not meet above qualification "English proficentcy", candidates can choose to test their English knowledge or request to study an English bridging course automatically. Students will be separated into different programs, which are determined by the department of foreign languages after evaluating the assessment result of amendment.

2.2 Admission Through Bridging Class

In case students do not meet above qualification, the Institute requires the candidates to attend a bridging course accordingly the progarm by no need to test, accept only cadidates who choose to study bachelor in English.

3. Application Procedure

3.1 Admission

Students who wish to register at the Institute have to contact the Enrollment and Registrar Unit of Academic and Student Affairs Office to apply for admission during working hours.

3.2 Required Documents

Students must bring the following documents:

A. For Associate's and Bachelor's Degree

- A copy of application with current photo 4cm x 6cm.
- 5 current 4cm x 6cm photos
- 2 copies of high school diploma or certificate of technical certified by Phnom Penh City Hall or relevant District Office or certificate with QR link to verify the authenticity of this certificate through the **Verify.gov.kh** file verification nursery.
- A copy of the English language diploma or certificate with an IELTS score of 3.5 or TOEFL from 350 (Paper based) not more than two years after certified or a copy of English language teacher certificate
- A copy of MS Word Excel computer certificate.
- A copy of the results of high school exam from the website of the Ministry of Education, Youth, and Sports (for students graduating from 2018 onward)
- A copy of an identity document (such as an ID card)

B. For Master's Degree

- A copy of application with current photo 4cm x 6cm.
- 5 current 4cm x 6cm. photos
- 2 copies of high school diploma or certificate of technical and vocational degree (Level 4) certified by Phnom Penh City Hall or relevant District Office.
- 2 copies of bachelor certificate certified by Phnom Penh City Hall or relevant District Office.
- Copy of Transcript
- A copy of MS Advanced Excel computer certificate. not more than one year after the date of certification. (For major Finance, and Finance and Banking)

3.3 Enrollment

- Students must contact the Enrollment and Registrar Unit of the Academic and Student Affairs Office to apply for admission during regular office hours.
- Students must bring original documents to prove that all photocopies provided to the Institute are valid and legal without any forgery.
- Students must legally sign and be responsible for the documents submitted to the Institute to certify they are accurate and not forged documents.
- The Enrollment and Registrar Unit of the Academic and Student Affairs Office is responsible for reviewing the student's application documents to ensure that they are accurate and sufficient in accordance with the requirements and legality by verifying the original documents and signing confirmation on the copy sheet that "has been verified as original".
- The Institute will send a copy of the high school diploma or bachelor certificate or certificate to relevant authorities for review and verification.

4. Study Transfer

4.1 Transfer in to the Institute

Students who wish to transfer in the Institute will have applications reviewed and decided on by the Institute's Commission of Student Affairs Management based on the following criteria:

- The curriculum of the previous institution must be similar to the curriculum of the Institute.
- Students must have a grade point average of 2.00 or higher in all subjects. In case any subject is less than 2.00, a student must study extra subject upon the institute reqirement to complete the credit for that subject with the Institute.
- The grade point average for each subject that students receive from a previous institution must be equal to the credit value set by the Institute.
- A relevant member studies the scores on each subject to assess the qualifications of students to determine that they are capable to study according to the curriculum of the Institute and then handed over to the Commission for review.
- The Commission of Student Affairs Management will hold a meeting on admission to the Institute based on the results of the evaluation of the relevant member and other conditions of the Institute.

5. Academic Dismissal and Re-enrollment

5.1 Academic Dismissal

The Institute will consider that a student has dropped out if the student (old or new) is absent for 15 consecutive days (during working days) without informing information to institute.

5.2 Re-enrollment

Students who have requested a suspension from the Institute may be given the right to return for two semesters after the suspension, but these students are required to re-apply in accordance with the relevant procedures before coming back inorder relevant procedures make a conideration and infomring back whether they can or not.

FINANCE

1. Operating Manual and Guideline Tuition Fee Payment.

The Accounting & Operations Unit of the Planning and Finance Office receives student tuition payments, which have a variety of options, according to the price list approved by the ACLEDA Institute of Business Price Setting Committee.

1.1 Tuition Fee Payments

Payment Conditions

• New Students

Before the start of the term, students must pay their tuition and any administrative costs imposed by the ACLEDA Institute of Business (AIB).

• Existing Students

When the semester results are revealed, students can pay for tuition and/or other services (for the following semester) until 15 days after the new semester begins.

1.2 Terms for Payment of Tuition Fees 2022-2023:

Students can pay their tuition fees in a variety of ways, as detailed below:

- The one-year tuition fee (full payment): Paying tuition and/or other service costs for one year.
- Payment of semester (half-year) tuition fees: Making tuition payments and/or providing other services for semester studies (twice a year)

Payment of quarter tuition fees (4 times per year):

- For bachelor's and associate's degree, students make tuition and/or additional service fee payments for quarterly study four times a year, as follows:
- **First** : For Quarter 1, students must pay 25% of the full amount per year before classes start for Semester 1.
- **Second**: For Quarter 2, the payment is 25% of the full amount of the fee per year, due 60 days after classes start for Semester 1.
- **Third** : For Quarter 3, the payment is 25% of the full amount of the fee per year, Payment must be made before classes start for Semester 2.
- **Fourth** : For Quarter 4, the payment is 25% of the full amount of the fee per year, 60 days after classes start for Semester 2.

1.3 Suspension / Retention of Tuition Fees

Students who have previously met their financial commitments, whether current suspended students or refund students, are eligible to petition for a tuition suspension or deferral. However, in accordance with the study standards of the associate degree and bachelor's degree programs, this request must be approved by the Academic and Student Affairs Office (ASO).

1.4 Payment Method

Tuition and/or study materials can be paid for in a variety of ways by students:

- Payments from other banks scanning the KHQR code at the AIB counter
- Payments are made at the counter using its Point of Sale (POS) machine
- ACLEDA Mobile app for bill payment (school bill)
- Other ACLEDA Bank Plc. payment options are available during business hours in the Accounting and Operation Unit of the Planning and Finance Office.
- ACLEDA Bank Plc accepts payment. The counters in all of the nearby branches
- At the counter, pay in cash.

STUDENT SERVICES

1. Student Services Information

1.1 Types of Issues can be consulted

The Institute identifies issues that can be consulted into two categories:

A. Academic Issues

Students may consult with an instructor or other relevant academic staff assigned by the Institute. These issues include:

- Study schedule
- Course Selection
- The potential need for a personal trainer
- Progress on education
- Interaction with Lecturers or peer mentor
- Evaluation of study result, etc.

B. Student Welfare Issues

Students wishing to request a welfare consultation should contact to Student Support unit of Academic and Student Affairs Office. These issues include:

- Physical health
- Mental health
- Emotional health
- Legal advice
- Finances
- Religious issues
- All appointments are made confidentially and free of charge. If students need additional assistance, they will be advised to see an external professional for help.

1.2 Apprenticeship

All AIB students are required to do an apprenticeship according to the programs organized by the Institute. Overall, apprenticeships are an opportunity for students to gain valuable experience and work culture from the Bank or Company in relation to the skills they have learned in the classroom.

A. Duration of Apprenticeship

Apprenticeships at ACLEDA Bank Plc. are scheduled as follows:

- Maximum 3 weeks (120 hours)
- Apprenticeship 8 hours a day and 5 days a week from Monday to Friday

B. Amount of apprenticeship Credits

- Interns get 4 credits.

1.3 Computer Lab Services and Technologies

The Institute has installed the latest S.I Group 5Mbps Internet system which is available to support the daily work and research of teachers and students. As such, the Institute provides Internet/WIFI in classrooms, computer rooms, full-time teacher rooms, libraries, Canteen and on-campus for use by students as needed.

Use of AIB Library computers

Students can request to use the library computer for a limited time of 3 hours for each request. The use of the library's computer is for research or typing school-related work only. The Librarian will be responsible for monitoring proper computer usage.

2. Discipline and Ethics

2.1 Discipline

A. Uniform

Students must have proper dress reflects the dignified behavior of an individual and the identity of the Institute. In order to maintain the above-mentioned behavior and identity during the study period, the Institute requires students to wear uniforms as stipulated in the Institute Student Uniform Principles, except for students studying during evening and weekend shifts.

B. ID card

Students must wear their ID cards at all times, while they are in classrooms and on campus. In case of loss ID card, information must be provided to the Office of Student Affairs and Student Affairs by students to report the loss and request again.

2.2 Ethics

A. Behavior

- At all times, students must behave appropriately to the Institute management, staff and all students in accordance with the ethics of the Institute.
- Students must participate in study programs regularly and be on time according to the curriculum and must cooperate well with the management and the staff of the Institute by conforming with attendance lists of students when needed and by submitting assignments to the Institute on time.
- Students must not be under the influence of alcohol and/or drugs that would hinder the study, safety of themselves and others when coming to study.

B. In Classroom

- Students must strictly respect the time and schedules of the Institute. Students must pay attention to their study, and not do anything that disturbs their classmates.
- When teachers or guests came to the classroom, students must remain calm and behave in dignified manner.
- When the teacher is absent or late for more than 15 minutes' students
 must remain silent, and the class president or student representative
 must contact and receive information from the Academic and Student
 Affairs Office.
- During break time of studying, students must maintain a dignified attitude, maintain order, that is, avoid shouting or quarrelling.
- When leaving a classroom or going home early due to necessary duties or personal illness, students must ask permission from the teacher.
- Students must not bring outside friends into their classrooms.
- Do not use phones or radios while studying.
- Food and beverages may be allowed only in certain places designated by the Institute. Food and beverages are not allowed in classrooms, the library, and laboratory or computer lab.
- Do not sing, dance or play any video that is not related to the study in the equipment owned by the Institute
- Do not use equipment belonging to the institute without permission.

C. On the Campus of ACLEDA INSTITUTE OF BUSINESS Students must not:

- Smoke, drink alcohol and use drugs or engage in trafficking.
- Organize, create and / or participate in all kinds of gambling or commit crimes that are against the national tradition.
- Do illegal trade or any kind of service.
- Do any activity that harms the honor and interests of the Institute and society.
- Shout or use obscene words and behave inappropriately according to Khmer traditions.
- Establish, lead and/or participate in any activity such as antiobstruction, harassment, disorderly conduct, any formal meeting or conference held in an organization or any activity that is in violation of the law. The provisions of the agreement must not affect the educational mission of the Institute.
- Demonstrate a loss of aesthetics and damage to the environment, such as: graffiti on desks, doors, classroom windows, improperly dumping trash or chewing gum and spitting on stairs, floors, etc.
- All inappropriate behavior must be reported to the Office of Personnel and Administration or Customer Service Agent immediately:
- Fire
- Students having a disease that needs immediate treatment
- Students arguing or or intentionally self-harm
- Theft
- Contains suspicious bad composition
- Fact others' materials or valuable documents in coincidence, etc.

3. Grievance Resolution Procedures

Grievance is an expression of dissatisfaction with the Institute for improving: service activities, staff behavior, teachers and a better education and training system at the Institute.

3.1 Objectives

To empower and give right to students, parents or guardians to protest and obtain timely solutions and maintain good relations between students and the institute.

3.2 Types of Grievance

The Institute divides grievances into three categories as follows:

Academic Services

Academic grievance is a complaint related to Classroom environment, laboratory / operating room, teaching methods, curriculum, instructional materials, lecurer behavior, lecurer schedule and learning outcomes and result.

Support Services

Consulting, scheduling, internships, internships, providing study information, issuing exam announcements, issuing exam results, certifications, library services, tuition fees, Wi-Fi speeds, dormitories, facilities Classrooms, toilets, security systems, electrical security, order, parking, motorbikes, cars and restaurants, etc.

Others: Sevices which exclude beside than those listed above.

3.3 Time and Duration of girevance

Students who wish to request or provide information on learning and teaching, support services or other services as stated can provide information to the Student Support Unit of Academic and Student Affairs Office every working day. In the event of a violation of a student's rights, the student has the right to grievance orally or in writing to the hierarchy within 30 working days after the dispute arises.

4. Student Misconduct and Penalties

The Institute provides training with a focus on quality, ethics and high employment rates. In order to achieve this goal, the students of the Institute are required to take full responsibility in their studies by adhering to academic honesty and good conduct. Copying or using other means that are not recognized by the Institute in the sense of taking advantage of academic results unequally with other students are strictly prohibited and considered illegal and a misdemeanor. Students will be penalized for their mistakes in violation of the procedures set by the Institute.

4.1 Misconduct Types

The Institute classifies student misconduct into two categories:

A. Common Misconduct

This is the practice of any prohibited act that violates the discipline, harms the dignity of other students, as well as the staff of the Institute and damages the reputation of the Institute.

B. Study Misconduct

Committing or helping others, committing any acts that are not honest in order to achieve good academic results, biased, and affecting the interests of other students. Other academic crimes include plagiarism, forgery, or exchange of study-related documents.

4.2 Punishment

A. Common Misconduct

- Pettv

- Oral warning
 - Students who commit minor mistakes may be verbally informed of their misconduct in violation of a prohibited principle or procedure; or
- Written Warning
 - Students may be given written penalties by the Institute for actual misconduct that does not adversely affect the Institute's interests or reputation.

- Medium

- If student commits an offense contrary to the principles or procedures set by the Institute at the intermediate level, the student will be considered for a period of suspension as determined by the Institute. During the suspension period, if the student changes their behavior, the penalty will be waived.
- On the other hand, in case the student refuses to change and commits the same act again or other prohibited acts, the Institute will determine that the student will be suspended or, more seriously, will be expelled from the Institute.

- Serious

- In case of serious misconduct, the Institute will require the student to be suspended for a minimum of one semester up to four semesters.
- For any waiver, expiration or extension of suspension during the suspension, the

Academic and Student Affairs Office has the right to decide if the student has met all the requirements or has committed other offenses.

- Students who are suspended will lose all rights with the Institute; even the right to enter the campus will be prohibited.
- Academic and Student Affairs Office will record the penalty on the student's record.

B. Academic offense

In case the Institute finds that the student has made a mistake, the Institute will impose the following penalties:

- Refuse to accept the assignment and not allow the student to request the assignment again.
- Receive zero points on the assignment, exam or project, as well as make a record in the student's file.
- Suspend from the Institute for not more than one year and record in the transcript during the suspension, as well as record in the student's file.
- Expelled from school, recorded in the transcript and recorded in the student's file.
- If the Institute finds a student offense and the student admits to it, the offense may be detrimental to the student's academic achievement in obtaining their degree.

Notice

For violations of the conditions and regulations during examinations, the Institute will punish as follows:

1st time: 50 points deducted on the subject being tested

2nd time: dismissed from the exam and zero points received.

ACADEMIC AFFAIRS

Curriculum

I. Technical & Vocational Education and Training

I.1. Associate's Degree in Finance and Banking

Type : Technical and Vocational Education and Training

Department : Business Administration
Major : Finance and Banking
Level : 5 (Associate's Degree)

Curriculum Details :

Course Code	Course title	Number of Credits
1. General Courses		21 Credits (7 Courses)
ADM 205	Office Administration	3
AOC 201	The Art of Communication	3
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 203	Core English III	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Course	es	27 Credits (9 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
ACC 207	Managerial Accounting I	3
BUS 102	Introduction to Business	3
ECO 105	Principles of Economics	3
FIN 206	Financial Management I	3
MAT 105	Mathematics for Business and Finance	3
MKT 201	Principles of Marketing	3
STA 106	Statistics for Business and Economics	3
3. Core Course	s	13 Credits (3 Courses)
APP 208	Apprenticeship/Internship	4
FIN 204	Banking Products and Services	3
BSC 207	Bank Skill Courses Choose 1 skill among of 3 Bank Skill Courses	6
SCO 207	Skills of Bank Credit Officer	
SMO 207	Skills of Bank Marketing Officer	
SOO 207	Skills of Bank Operations Officer	
	Total	61 Credits

I.2. Associate's Degree in Accounting

Type : Technical and Vocational Education and Training

Department: **Business Administration**

Major : Accounting

Level : 5 (Associate's Degree)

Curriculum Details :

Course Code	Course title	Number of Credits
1. General Cou	rses	9 Credits (3 Courses)
ENG 101	Core English I	3
ENG 202	Core English II	3
PHI 104	Ethics and Values for Professionals	3
2. Basic Course	es	6 Credits (2 Courses)
BUS 102	Introduction to Business	3
LAW 203	Cambodian Business and Company Law	3
3. Core Course	s	46 Credits (15 Courses)
ACC 101	Bookkeeping, Control, and Accounting	3
ACC 102	Introduction to Costing	3
ACC 204	Managerial Accounting	3
APP 203	Work Experience or Internship	4
COM 102	IT Skills and Software	3
FIN 202	Financial Statement Preparation	3
PRA 101	Applied Bookkeeping, Control, and Accounting	3
PRA 102	Lab for IT Skills and Software	3
PRA 103	Applied Introduction to Costing	3
PRA 104	Applied Introduction to Business	3
PRA 205	Applied Managerial Accounting	3
PRA 206	Applied Financial Statement Preparation	3
PRA 207	Applied Cambodian Taxation and Practices	3
PRA 208	Applied Cambodian Business and Company Law	3
TAX 204	Cambodian Taxation and Practices	3
	Total	61 Credits

I.3. Associate 's Degree in Insurance

Type : Technical and Vocational Education and Training

Department : Business Administration

Major : Insurance

Level : 5 (Associate's Degree)

Curriculum Details:

Course Code	Course title	Number of Credits
1. General Cou	rses	15 Credits (5 Courses)
AOC 201	The Art of Communication	3
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 203	Core English III	3
ENG 207	English for Business I	3
2. Basic Course	es	30 Credits (10 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 104	Introduction to Business	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
FIN 206	Financial Management I	3
MAT 105	Mathematics for Finance and Banking	3
MKT 210	Consumer Behavior	3
PHI 104	Ethics and Values for Professionals	3
STA 106	Statistics for Business and Economics	3
3. Core Course	s	16 Credits (5 Courses)
API 205	Apprenticeship/Internship for Insurance	4
INS 105	Principles of General Insurance	3
INS 206	Principles of Life Insurance	3
INS 207	Introduction to Actuarial; Mathematics	3
INS 208	Insurance Operations	3
	Total	62 Credits

I.4. Associate 's Degree in Logistic

Type : Technical and Vocational Education and Training

Department : Business Administration

Major : Logistic

Level : 5 (Associate's Degree)

Curriculum Details:

Course Code	Course title	Number of Credits
1. General Cou	rses	18 Credits (6 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 203	Core English III	3
ENG 207	English for Business I	3
PHI 104	Ethics and Values for Professionals	3
AOC 201	The Art of Communication	3
2. Basic Course	es	27 Credits (9 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 104	Introduction to Business	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
FIN 206	Financial Management I	3
MAT 105	Mathematics for Finance and Banking	3
MKT 201	Principles of Marketing	3
STA 106	Statistics for Business and Economics	3
3. Core Course	s	16 Credits (5 Courses)
API 205	Apprenticeship/Internship for Logistics	4
LOG 105	Introduction to Logistics	3
LOG 207	Warehouse Management	3
LOG 208	Distribution Management	3
LOG 209	Inventory Management	3
	Total	61 Credits

I.5. Associate's Degree in Export – Import Management

Type : Technical and Vocational Education and Training

Department : Business Administration
Major : Export - Import Management

Level : 5 (Associate's Degree)

Course Code	Course title	Number of Credits
1. General Courses		18 Credits (6 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 203	Core English III	3
ENG 207	English for Business I	3
PHI 104	Ethics and Values for Professionals	3
AOC 201	The Art of Communication	3
2. Basic Course	es	30 Credits (10 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 104	Introduction to Business	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
FIN 206	Financial Management I	3
MAT 105	Mathematics for Finance and Banking	3
MKT 201	Principles of Marketing	3
MKT 202	Principles of Purchasing	3
STA 106	Statistics for Business and Economics	3
3. Core Course	s	13 Credits (4 Courses)
APL 205	Apprenticeship/Internship Internship for EIM	4
EIM 113	Introduction to Export-Import	3
EIM 208	Export-Import Operations	3
EIM 210	E-Commerce	3
	Total	61 credits

I.6. Associate's Degree in Marketing

Type : Technical and Vocational Education and Training

Department : Business Administration

Major : Marketing

Level : 5 (Associate's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	18 Credits (6 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 203	Core English III	3
ENG 207	English for Business I	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Course	es	24 Credits (8 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
AOC 201	The Art of Communication	3
BUS 104	Introduction to Business	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
MAT 105	Mathematics for Finance and Banking	3
STA 106	Statistics for Business and Economics	3
3. Core Course	s	19 Credits (6 Courses)
APM 205	Internship/Work Experience for Marketing	4
MKT 201	Principle Marketing	3
MKT 202	Selling Skills	3
MKT 203	Customer relationships Management	3
MKT 204	Services Marketing	3
MKT 205	Customer Services	3
	Total	61 Credits

I.7. Associate's Degree in English

Type : Technical and Vocational Education and Training

Department : Foreign Languages

Major : English

Level : 5 (Associate's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	18 Credits (6 Courses)
COM 101	Microsoft Office Essential Skills	3
KHM 101	Khmer Studies	3
LAW 105	Introduction to Cambodian Law	3
PHI 204	Ethics & Values for Professionals	3
PSY 103	Introduction to Psychology	3
STA 204	Introduction to Statistics	3
2. Basic Course	es	42 Credits (14 Courses)
CE 101	Core English I	3
CE 102	Core English II	3
CE 203	Core English III	3
CE 204	Core English IV	3
ENGL 206	Listening & Speaking Skills	3
ENGL 210	Public Speaking	3
ENW 101	Academic Writing I	3
ENW 102	Academic Writing II	3
ENW 203	Critical Reading and Writing I	3
ENW 204	Critical Reading and Writing II	3
GSE 207	Global Studies I	3
GSE 208	Global Studies II	3
LIT 101	Literature Studies I	3
LIT 102	Literature Studies II	3
	Total	60 Credits

II. Higher Education

II.1. Bachelor's Degree of Business Administration in Finance and Banking

Type : Higher Education

Department : Business Administration
Major : Finance and Banking
Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	ırses	24 Credits (8 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 203	Core English III	3
PHI 105	Critical Thinking	3
EMS 302	Employability Skills	3
PHI 104	Ethics and Values for Professionals	3
KHM 101	Khmer Studies	3
ENGL 210	Public Speaking	3
2. Basic Cours	es	45 Credits (15 Courses)
COM 203	Advanced Excel	3
RES 307	Research Methods	3
BUS 205	Business Laws and Ethics	3
MGT 403	Entrepreneurship	3
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
STA 307	Fundamentals of Quantitative Analysis	3
ACC 207	Managerial Accounting I	3
ACC 208	Managerial Accounting II	3
MAT 105	Mathematics for Business and Finance	3
ADM 205	Office Administration	3
ECO 105	Principles of Economics	3
MGT 302	Principles of Management	3
MKT 201	Principles of Marketing	3
STA 106	Statistics for Business and Economics	3

Course Code	Course title	Number of Credits
3. Core Course	s	43 Credits (14 Courses)
APP 407	Apprenticeship/Internship	4
BSC 413	Credit Management	3
FIN 206	Financial Management I	3
FIN 207	Financial Management II	3
FIN 308	Microfinance	3
FIN 310	Financial Statemen Analysis	3
FIN 311	Financial Markets and Institutions	3
FIN 312	Risk Management and Insurance	3
FIN 414	International Financial Management	3
FIN 418	Digital Banking	3
FIN 419	Financial Auditing	3
FIN 421	Bank Operation Management	3
TAX 309	Taxation	3
BSC 306	Bank Skill Courses Choose 1 skill among of 3 Bank Skill Courses	3
SCO 306	Skills of Bank Credit Officer	
SMO 306	Skills of Bank Marketing Officer	
SOO 306	Skills of Bank Operations Officer	
4. Elective Cou Choose 3 co	rses urses among of 5 courses	9 Credits (3 Courses)
ECO 406	ASEAN Politics and Economics	3
BUS 403	Business Negotiation Skills	3
MKT 410	Consumer Behavior	3
FIN 420	Personal Finance	3
PMS 407	Project Management Skills	3
	Total	121 Credits

II.2. Bachelor's Degree of Business Administration in Accounting

Type : Higher Education

Department : Business Administration

Major : Accounting

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	irses	18 Credits (6 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
PHI 105	Critical Thinking	3
EMS 302	Employability Skills	3
PHI 104	Ethics and Values for Professionals	3
KHM 101	Khmer Studies	3
2. Basic Cours	es	30 Credits (10 Courses)
PRA 208	Applied Cambodian Business and Company Law	3
PRA 104	Applied Introduction to Business	3
ECO 406	ASEAN Politics and Economics	3
LAW 203	Cambodian Business and Company Law	3
MGT 403	Entrepreneurship	3
BUS 102	Introduction to Business	3
ECO 305	Principles of Economics	3
MGT 302	Principles of Management	3
RES 307	Research Methods	3
STA 306	Statistics for Business and Economics	3
3. Core Course	es	67 Credits (21 Courses)
ACC 101	Bookkeeping, Control, and Accounting	3
ACC 102	Introduction to Costing	3
ACC 204	Managerial Accounting	3
ACC 310	Intermediate Accounting I	3
ACC 311	Intermediate Accounting II	3
ACC 412	Advanced Accounting I	3
APP 203	Work Experience or Internship	4
AUD 306	Principles of Auditing and Assurance	3

Course Code	Course title	Number of Credits
AUD 407	Advanced Auditing and Assurance	3
COM 102	IT Skills and Software	6
FIN 202	Financial Statement Preparation	3
FIN 310	Financial Statement Analysis	3
FIN 418	Digital Banking	3
FIN 419	Financial Auditing	3
FIN 422	Financial Management	3
PRA 101	Applied Bookkeeping, Control, and Accounting	3
PRA 103	Applied Introduction to Costing	3
PRA 205	Applied Managerial Accounting	3
PRA 206	Applied Financial Statement Preparation	3
PRA 207	Applied Cambodian Taxation and Practices	3
TAX 204	Cambodian Taxation and Practices	3
4. Elective Cou Choose 3 co	rses urses among of 4 courses	9 Credits (3 Courses)
ACC 416	Accounting Information System Management	3
TAX 408	Advanced Taxation	3
ACC 417	International Accounting	3
ACC 415	Strategic Management Accounting	3
	Total	124 Credits

II.3. Bachelor's Degree of Business Administration in Risk Management and Insurance

Type : Higher Education

Department: **Business Administration**

Major : Risk Management and Insurance

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	24 Credits (8 Courses)
EMS 202	Employability Skills	3
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 207	English for Business I	3
ENG 208	English for Business II	3
KHM 101	Khmer Studies	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Cours	es	51 Credits (17 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 204	Introduction to Business	3
BUS 205	Business Laws and Ethics	3
BUS 306	Doing Business in Digital Era	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
ECO 204	Macroeconomics	3
ECO 306	ASEAN Politics and Economics	3
FIN 206	Financial Management I	3
FIN 311	Financial Markets and Institutions	3
MAT 105	Mathematics for Business and Finance	3
MGT 301	Contemporary Management	3
MGT 403	Entrepreneurship	3
MKT 301	Principles of Marketing	3
RES 307	Research Methods	3
STA 106	Statistics for Business and Economics	3

Course Code	Course title	Number of Credits
3. Core Course	s	37 Credits (12 Courses)
APR 420	Apprenticeship/Internship for RMI	4
INS 205	Principle of General Insurance	3
RMI 213	Life and Health Insurance	3
RMI 310	Casualty Actuarial Mathematics	3
RMI 312	Insurance Laws	3
RMI 314	Life Actuarial Mathematics	3
RMI 317	Risk Assessment and Management	3
RMI 411	Insurance Operations Management	3
RMI 416	RMI Technologies	3
RMI 418	Corporate Risk Management	3
RMI 420	Risk Modeling	3
RMI 421	Reinsurance	3
4. Elective Cou Choose 3 co	rses urses among of 4 courses	9 Credits (3 Courses)
BUS 403	Business Negotiation Skills	3
PMS 407	Project Management Skills	3
RMI 423	Employee Benefits and Retirement Planning	3
RMI 425	Insurance Product Development	3
	Total	121 Credits

II.4. Bachelor's Degree of Business Administration in Supply Chain Management and Logistic

Type : Higher Education

Department : Business Administration

Major : Supply Chain Management and Logistic

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	24 Credits (8 Courses)
EMS 202	Employability Skills	3
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 207	English for Business I	3
ENG 208	English for Business II	3
KHM 101	Khmer Studies	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Course	es	48 Credits (16 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 204	Introduction to Business	3
BUS 205	Business Laws and Ethics	3
BUS 306	Doing Business in Digital Era	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
ECO 204	Macroeconomics	3
FIN 206	Financial Management I	3
IB 314	Operations Management	3
MAT 105	Mathematics for Business and Finance	3
MGT 301	Contemporary Management	3
MGT 403	Entrepreneurship	3
MKT 201	Principles of Marketing	3
RES 307	Research Methods	3
STA 106	Statistics for Business and Economics	3

Course Code	Course title	Number of Credits
3. Core Course	s	40 Credits (13 Courses)
APR 420	Apprenticeship/Internship for SML	4
SML 210	Introduction to SML	3
SML 312	SML Laws	3
SML 313	Risk Management for SML	3
SML 314	Procurement and Sourcing Management	3
SML 315	Freight Transport and Distribution	3
SML 316	Warehouse and Material Handling Management	3
SML 319	Retail Logistics	3
SML 417	SML Technologies	3
SML 420	SML Modeling	3
SML 421	International Logistics	3
SML 422	Advanced Logistics Management	3
SML 426	Supply Chain Management and Logistics	3
4. Elective Cou	urses among of 4 courses	9 Credits (3 Courses)
BUS 403	Business Negotiation Skills	3
PMS 407	Project Management Skills	3
SML 418	Reverse and Green Logistics	3
SML 425	Global Alliances and International Supply Chain Management	3
	Total	121 Credits

II.5. Bachelor's Degree of Business Administration in International Business

Type : Higher Education

Department : Business Administration
Major : International Business
Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	ırses	24 Credits (8 Courses)
EMS 202	Employability Skills	3
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 207	English for Business I	3
ENG 208	English for Business II	3
KHM 101	Khmer Studies	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Cours	es	57 Credits (19 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 204	Introduction to Business	3
BUS 205	Business Laws and Ethics	3
BUS 306	Doing Business in Digital Era	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
ECO 204	Macroeconomics	3
ECO 306	ASEAN Politics and Economics	3
EIM 309	Payment Methods and Export Financing	3
FIN 206	Financial Management I	3
MAT 105	Mathematics for Business and Finance	3
MGT 301	Contemporary Management	3
MGT 304	Human Resource Management	3
MGT 403	Entrepreneurship	3
MKT 201	Principles of Marketing	3
RES 307	Research Methods	3

Course Code	Course title	Number of Credits
SML 426	Supply Chain Management and Logistics	3
STA 106	Statistics for Business and Economics	3
3. Core Course	s	31 Credits (10 Courses)
APR 420	Apprenticeship/Internship for IB	4
IB 210	Global Marketing	3
IB 311	International Business Environment	3
IB 312	International Business Laws	3
IB 314	Operations Management	3
IB 315	Cross-Cultural Management	3
IB 417	Business Policy and Strategy Management	3
IB 418	Developing and Presenting Business Plan	3
IB 420	CEO Business Experiences	3
IB 421	Doing Business in Asia Pacific	3
4. Elective Cou Choose 3 co	rses urses among of 4 courses	9 Credits (3 Courses)
BUS 403	Business Negotiation Skills	3
IB 422	Doing Business in China	3
MKT 410	Consumer Behavior	3
PMS 407	Project Management Skills	3
	Total	121 Credits

II.6. Bachelor's Degree of Business Administration in Business and Enterprise Management

Type : Higher Education

Department: **Business Administration**

Major : Business and Enterprise Management

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	21 Credits (7 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 207	English for Business I	3
ENG 208	English for Business II	3
KHM 101	Khmer Studies	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Course	es	57 Credits (19 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
ADM 205	Office Administration	3
BUS 204	Introduction to Business	3
BUS 205	Business Laws and Ethics	3
ECO 105	Principles of Economic	3
ECO 203	Microeconomics	3
ECO 204	Macroeconomics	3
ECO 406	ASEAN Politics and Economics	3
EMS 302	Employability Skills	3
IB 311	International Business Environment	3
IB 315	Cross-Cultural Management	3
MAT 105	Mathematics for Business and Finance	3
MKT 201	Principle Marketing	3
MKT 203	Customer relationships Management	3
OBS 401	Organizational Behavior	3
RES 307	Research Methods	3

Course Code	Course title	Number of Credits
STA 106	Statistics for Business and Economics	3
TAX 309	Taxation	3
3. Core Course	s	33 Credits (11 Courses)
AOC 301	The Art of Communication	3
IB 314	Operation Management	3
IB 417	Business Policy and Strategy Management	3
MGT 206	Total Quality Management	3
MGT 302	Principle Management	3
MGT 304	Human Resource Management	3
MGT 403	Entrepreneurship	3
MGT 410	Strategic Management	3
MGT 415	Leadership	3
MKT 307	Marketing Management	3
PMS 407	Project Management Skills	3
4. Elective Cou	urses among of 4 courses	9 Credits (3 Courses)
BUS 403	Business Negotiation Skills	3
BUS 406	Doing Business in Digital Era	3
IB 420	CEO Business Experiences	3
MKT 410	Consumer Behavior	3
	Total	120 Credits

II.7. Bachelor's Degree of Business Administration in Business Economics

Type : Higher Education

Department : Business Administration
Major : Business Economics
Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	ırses	21 Credits (7 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 207	English for Business I	3
ENG 208	English for Business II	3
KHM 101	Khmer Studies	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Cours	es	60 Credits (20 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 204	Introduction to Business	3
BUS 205	Business Laws and Ethics	3
COM 203	Advanced Excel	3
EMS 302	Employability Skills	3
FIN 206	Financial Management I	3
FIN 207	Financial Management II	3
FIN 311	Financial Market and Institution	3
IB 311	International Business Environment	3
IB 417	Business Policy and Strategy; Management	3
MAT 104	Mathematics for Business and Economics	3
MGT 302	Principle Management	3
MGT 403	Entrepreneurship	3
MGT 410	Strategic Management	3
MKT 201	Principle Marketing	3
PMS 407	Project Management Skills	3
RES 307	Research Methods	3

Course Code	Course title	Number of Credits
STA 106	Statistics for Business and Economics	3
TAX 309	Taxation	3
3. Core Course	s	30 Credits (10 Courses)
ECO 406	ASEAN Politics and Economics	3
ECO 311	Development Economics	3
ECO 313	Econometrics	3
ECO 415	International Economics	3
ECO 312	International Trade Theory and Policy	3
ECO 204	Macroeconomics	3
ECO 310	Managerial Economics	3
ECO 203	Microeconomics	3
ECO 105	Principles of Economics	3
ECO 414	Public Finance	3
4. Elective Cou Choose 3 co	rses urses among of 4 courses	9 Credits (3 Courses)
BUS 403	Business Negotiation Skills	3
BUS 406	Doing Business in Digital Era	3
ECO 420	Environmental Economics	3
FIN 420	Personal Finance	3
	Total	120 Credits

II.8. Bachelor's Degree of Business Administration in Marketing

Type : Higher Education

Department : Business Administration

Major : Marketing

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	21 Credits (7 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 207	English for Business I	3
ENG 208	English for Business II	3
KHM 101	Khmer Studies	3
PHI 104	Ethics and Values for Professionals	3
PHI 105	Critical Thinking	3
2. Basic Cours	es	54 Credits (18 Courses)
ACC 105	Financial Accounting I	3
ACC 106	Financial Accounting II	3
BUS 204	Introduction to Business	3
BUS 205	Business Laws and Ethics	3
ECO 105	Principles of Economics	3
ECO 203	Microeconomics	3
ECO 204	Macroeconomics	3
EMS 302	Employability Skills	3
IB 311	International Business Environment	3
MAT 105	Mathematics for Business and Finance	3
MGT 302	Principles of Management	3
MGT 304	Human Resource Management	3
MGT 403	Entrepreneurship	3
PMS 407	Project Management Skills	3
RES 307	Research Methods	3
STA 106	Statistics for Business and Economics	3
SML 426	Supply chain Management and Logistics	3
TAX 309	Taxation	3

Course Code	Course title	Number of Credits
3. Core Course	es	37 Credits (12 Courses)
APM 420	Internship/Work Experience for Marketing	4
IB 210	Global Marketing	3
MGT 206	Total Quality Management	3
MKT 201	Principle Marketing	3
MKT 203	Customer relationships Management	3
MKT 306	Marketing Strategy	3
MKT 307	Marketing Management	3
MKT 308	Pricing Strategy	3
MKT 309	Sale Management	3
MKT 415	Marketing Research	3
MKT 416	Product and Brand Management	3
MKT 417	Digital Marketing	3
THS 408	Thesis	15
4. Elective Cou Choose 3 co	urses among of 4 courses	9 Credits (3 Courses)
BUS 403	Business Negotiation Skills	3
BUS 406	Doing Business in Digital Era	3
MKT 410	Consumer Behavior	3
IB 420	CEO Business Experiences	3
	Total	121 Credits

II.9. Bachelor's Degree of Business Administration in Law

Type : Higher Education

Department : Business Administration

Major : Law

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	18 Credits (6 Courses)
ENG 101	Core English I	3
ENG 102	Core English II	3
ENG 210	Legal English I	3
ENG 211	Legal English II	3
KHM 101	Khmer Studies	3
PHI 105	Critical Thinking	3
2. Basic Cours	es	18 Credits (6 Courses)
BUS 204	Introduction to Business	3
ECO 105	Principles of Economics	3
ECO 406	ASEAN Politics and Economics	3
MAT 104	Mathematics for Business and Economics	3
POL 105	Introduction to Political Science	3
STA 106	Statistics for Business and Economics	3
3. Core Course	s	75 Credits (25 Courses)
BUS 205	Business Laws and Ethics	3
IB 312	International Business Laws	3
LAW 106	Introduction to Law I	3
LAW 107	Introduction to Law II	3
LAW 208	Constitutional Law	3
LAW 209	Civil Law I	3
LAW 210	General Criminal Law I	3
LAW 211	Civil Law II	3
LAW 212	Legal Methodology	3
LAW 213	General Criminal Law II	3
LAW 314	Administrative Law	3
LAW 315	Legal Professions	3

Course Code	Course title	Number of Credits
LAW 316	Special Criminal Law	3
LAW 317	Civil Procedure	3
LAW 318	Criminal Procedure	3
LAW 319	Obligation Law	3
LAW 320	Commercial Law	3
LAW 321	Labor Law and Social Security Law	3
LAW 322	Human Rights Law	3
LAW 423	Company Law	3
LAW 425	Intellectual Property Law	3
LAW 425	Special Contract Law	3
LAW 426	Legal Research Methodology	3
LAW 427	Family Succession Law	3
LAW 428	Construction and Urbanization Law	3
THS 408	Thesis	15
4. Elective Cou Choose 3 co	rses urses among of 4 courses	9 Credits (3 Courses)
LAW 429	Public Financial Law	3
LAW 430	Corporate and Financial Services Law	3
LAW 431	Public International Law	3
LAW 432	International Private Law	3
	Total	120 Credits

II.10. Bachelor of Science in Business IT

Type : Higher Education
Department : Science Technology

Major : Business IT

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	9 Credits (3 Courses)
ENG 106	English for Computing	3
KHM 101	Khmer Studies	3
MIT 101	Business IT and Fintech Concept	3
2. Basic Cours	es	36 Credits (12 Courses)
ACC 301	Bookeeping, Control, and Accounting	3
BUS 304	Introduction to Business	3
CS 101	A+	3
CS 105	Web Design	3
CS 211	UX/UI Design	3
CS 213	Data Structure and Algorithms	3
IB 314	Operation Management	3
IB 417	Business Policy and Stategy Management	3
MAT 101	Mathematics for Computing	3
MGT 301	Contemporary Management	3
MGT 403	Entrepreneurship	3
PHI 310	Soft Skills in Digital Era	3
3. Core Course	es	66 Credits (17 Courses)
CS 105	Web Development II	6
CS 106	C# .NET Programming	3
CS 107	SQL Server	6
CS 212	Web Development I	3
CS 214	Java Programming	6
CS 217	API-Web Service	3
CS 218	Mobile App. Dev. for Android	6
CS 219	Oracle	3

Course Code	Course title	Number of Credits
CS 321	Mobile App. Dev. for iOS	6
CS 431	Cloud Technology	3
IT 301	Server Administration I	3
IT 306	Server Administration II	3
IT 411	Project Management	3
IT 416	Cyber Security	3
IT 419	Management Information System	3
RES 408	Research Methods in Science and Technology	3
STA 308	Data Analytics	3
4. Elective Cou Choose 3 co	urses urses among of 4 courses	9 Credits (3 Courses)
BUS 403	Business Negotiation Skills	3
MGT 415	Leadership	3
MKT 410	Consumer Behavior	3
MKT 417	Digital Marketing	3
	Total	120 Credits

II.11. Bachelor of Science in FinTech

Type : Undergraudate/Higher Education

Department : Science Technology

Major : FinTech

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	ırses	9 Credits (3 Courses)
ENG 106	English for Computing	3
KHM 101	Khmer Studies	3
MIT 101	Business IT and Fintech Concept	3
2. Basic Cours	es	39 Credits (13 Courses)
ACC 305	Financial Accounting I	3
ACC 306	Financial Accounting II	3
BUS 304	Computer Accounting	3
CS 101	A+	3
CS 105	Web Design	3
CS 211	UX/UI Design	3
CS 213	Data Structure and Algorithms	3
FIN 311	Financial Market and Institution	3
FIN 406	Financial Management I	3
FIN 407	Financial Management II	3
IT 412	Financial Application Design	3
MAT 101	Mathematics for Computing	3
PHI 310	Soft Skills in Digital Era	3
3. Core Course	es .	63 Credits (16 Courses)
CS 106	C# .NET Programming	6
CS 107	SQL Server	6
CS 212	Web Development I	3
CS 214	Java Programming	6
CS 216	Web Development II	3
CS 217	API-Web Service	3
CS 218	Mobile App. Dev. for Android	6
CS 219	Oracle	3

Course Code	Course title	Number of Credits
CS 321	Mobile App. Dev. for iOS	6
CS 431	Cloud Technology	3
IT 301	Server Administration I	3
IT 306	Server Administration II	3
IT 411	Project Management	3
RES 408	Research Methods in Science and Technology	3
STA 308	Data Analytics	3
IT 421	Mobile App. Dev. II	3
4. Elective Cou Choose 3 co	urses urses among of 4 courses	9 Credits (3 Courses)
CS 421	Software Quality Assurance	3
EE 417	Robotic Process Automation (RPA)	3
EE 418	Artificial Intelligence	3
MKT 417	Digital Marketing	3
	Total	120 Credits

II.12. Bachelor of Science in Computer Science and Engineering

Type : Higher Education
Department : Science Technology

Major : Computer Science and Engineering

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	ırses	9 Credits (3 Courses)
ENG 106	English for Computing	3
KHM 101	Khmer Studies	3
MIT 101	Business IT and Fintech Concept	3
2. Basic Cours	es	30 Credits (10 Courses)
CS 101	A+	3
CS 105	Web Design	3
CS 211	UX/UI Design	3
CS 213	Data Structure and Algorithms	3
EE 306	Basic Electronic	3
EE 411	Internet of Things (IoT)	3
MAT 101	Mathematics for Computing	3
MGT 403	Entrepreneurship	3
PHI 310	Soft Skills in Digital Era	3
3. Core Course	es	72 Credits (19 Courses)
CS 106	C# .NET Programming	6
CS 107	SQL Server	6
CS 212	Web Development I	3
CS 214	Java Programming	6
CS 216	Web Development II	3
CS 217	API-Web Service	3
CS 218	Mobile App. Dev. for Android	6
CS 219	Oracle	3
CS 321	Mobile App. Dev. for iOS	6
CS 326	DevOps	3
CS 431	Cloud Technology	3
EE 301	Computer Networking	3

Course Code	Course title	Number of Credits
IT 301	Server Administration I	3
IT 306	Server Administration II	3
IT 411	Project Management	3
IT 416	Cyber Security	3
IT 419	Management Information System	3
RES 408	Research Methods in Science and Technology	3
STA 308	Data Analytics	3
THS 408	Thesis	9
4. Elective Cou Choose 3 co	urses urses among of 4 courses	9 Credits (3 Courses)
FIN 419	Financial Auditing	3
FIN 420	Personal Finance	3
IT 416	Cyber Security	3
FIN 410	Financial Statement Analysis	3
	Total	120 Credits

II.13. Bachelor of Arts in English for Business Communication

Type : Higher Education
Department : Forgein Lanaguages

Major : English for Business Communication

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	rses	21 Credits (7 Courses)
COM 101	Microsoft Office Essential Skills	3
KHM 101	Khmer Studies	3
LAW 105	Introduction to Cambodian Law	3
PHI 104	Ethics & Values for Professionals	3
PHI 305	Critical Thinking	3
PSY 103	Introduction to Psychology	3
STA 104	Introduction to Statistics	3
2. Basic Cours	es	69 Credits (23 Courses)
BCS 309	Business Communication	3
CE 101	Core English I	3
CE 102	Core English II	3
CE 203	Core English III	3
CE 204	Core English IV	3
CE 305	Core English V	3
CE 306	Core English VI	3
EMS 302	Employability Skills	3
ENGL 206	Listening & Speaking Skills	3
ENGL 210	Public Speaking	3
ENW 101	Academic Writing I	3
ENW 102	Academic Writing II	3
ENW 203	Critical Reading and Writing I	3
ENW 204	Critical Reading and Writing II	3
GSE 207	Global Studies I	3
GSE 208	Global Studies II	3
LIT 201	Literature Studies I	3
LIT 202	Literature Studies II	3

Course Code	Course title	Number of Credits
LIT 303	Literary Criticism I	3
LIT 304	Literary Criticism II	3
OBS 301	Organizational Behavior	3
RES 306	Introduction to Research Methodology	3
WSC 304	Advanced Business Communication	3
3. Core Course	es	30 Credits (9 Courses)
ADM 405	Office Administration;	3
BUS 403	Business Negotiation;	3
BUS 405	Business Law and Ethics	3
COMN 404	Intercultural Communication Skills;	3
CUS 405	Customer Services;	3
IPN 403	Internship and Report and Writing.	6
MGT 402	Principles of Management;	3
MKT 401	Principles of Marketing;	3
WSB 408	Advanced Report Writing;	3
	Total	120 Credits

II.14. Bachelor of Arts in Teaching English as a forgein Language

Type : Higher Education
Department : Forgein Lanaguages

Major : Teaching English as a forgein Language

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	irses	27 Credits (9 Courses)
COM 101	Microsoft Office Essential Skills	3
EMS 302	Employability Skills	3
KHM 101	Khmer Studies	3
LAW 105	Introduction to Cambodian Law	3
OBS 301	Organizational Behavior	3
PHI 104	Ethics & Values for Professionals	3
PHI 305	Critical Thinking	3
PSY 103	Introduction to Psychology	3
STA 104	Introduction to Statistics	3
2. Basic Course	es	63 Credits (21 Courses)
BCS 309	Business Communication	3
CE 101	Core English I	3
CE 102	Core English II	3
CE 203	Core English III	3
CE 204	Core English IV	3
CE 305	Core English V	3
CE 306	Core English VI	3
ENGL 206	Listening & Speaking Skills	3
ENGL 210	Public Speaking	3
ENW 101	Academic Writing I	3
ENW 102	Academic Writing II	3
ENW 203	Critical Reading and Writing I	3
ENW 204	Critical Reading and Writing II	3
GSE 207	Global Studies I	3
GSE 208	Global Studies II	3
LIT 201	Literature Studies I	3

Course Code	Course title	Number of Credits
LIT 202	Literature Studies II	3
LIT 303	Literary Criticism I	3
LIT 304	Literary Criticism II	3
RES 306	Introduction to Research Methodology	3
WSC 304	Advanced Business Communication	3
3. Core Course	s	30 Credits (9 Courses)
EDU 402	Classroom Management	3
EDU 403	Testing and Evaluation	3
EDU 404	Educational Psychology	3
EDU 406	Applied Linguistics I	3
EDU 407	Applied Linguistics II	3
EDU 408	Foundation of Education	3
EDU 410	Foundational Principles of Curriculum and Practice	3
INP 402	Practicum	3
TM 401	Teaching Methodology	6
	Total	120 Credits

II.15. Bachelor of Arts in English for Transaltion and Interpreting

Type : Higher Education
Department : Forgein Lanaguages

Major : English for Transaltion and Interpreting

Level : 6 (Bachelor's Degree)

Course Code	Course title	Number of Credits
1. General Cou	irses	30 Credits (10 Courses)
ADM 405	Office Administration	3
COM 101	Microsoft Office Essential Skills	3
EMS 302	Employability Skills	3
KHM 101	Khmer Studies	3
LAW 105	Introduction to Cambodian Law	3
OBS 301	Organizational Behavior	3
PHI 104	Ethics & Values for Professionals	3
PHI 305	Critical Thinking	3
PSY 103	Introduction to Psychology	3
STA 104	Introduction to Statistics	3
2. Basic Course	es	63 Credits (21 Courses)
BCS 309	Business Communication	3
CE 101	Core English I	3
CE 102	Core English II	3
CE 203	Core English III	3
CE 204	Core English IV	3
CE 305	Core English V	3
CE 306	Core English VI	3
ENGL 206	Listening & Speaking Skills	3
ENGL 210	Public Speaking	3
ENW 101	Academic Writing I	3
ENW 102	Academic Writing II	3
ENW 203	Critical Reading and Writing I	3
ENW 204	Critical Reading and Writing II	3
GSE 207	Global Studies I	3
GSE 208	Global Studies II	3

Course Code	Course title	Number of Credits
LIT 201	Literature Studies I	3
LIT 202	Literature Studies II	3
LIT 303	Literary Criticism I	3
LIT 304	Literary Criticism II	3
RES 306	Introduction to Research Methodology	3
WSC 304	Advanced Business Communication	3
3. Core Course	s	27 Credits (8 Courses)
COMN 404	Intercultural Communication Skills	3
IPN 403	Internship and Report Writing	6
THS 408	Thesis	9
TRA 401	Issues and Problems in Translation Studies	3
TRA 402	Understanding Components of Language	3
TRA 403	Technical and Scientific Translation	3
TRA 404	Translation Strategies	3
TRA 460	Simultaneous Interpreting	3
WSB 408	Advanced Report Writing	3
	Total	120 Credits

III. Graudate School

III.1. Master Major in Finance and Banking

III.1.1. Master of Business Administration in Finance and Banking (Course Work)

Type : Higher Education
School : Graudate School
Major : Finance and Banking
Level : 7 (Master's Degree)

Path way : Course Work

Course Code	Course title	Number of Credits
1. Course Work		
	Core Course Choose 3 courses among of 8 courses	9 Credits (3 courses)
ACC 525	Advanced Managerial Accounting	3
BUS 653	Business Negotiation and Conflicts Resolution	3
ENG 520	Academic Writing for Graduate Studies	3
MGT 532	Business Ethics and Leadership	3
MGT 535	Communication and Influence Skills for Managers	3
MGT 540	Applied Project Man agement	3
MGT 555	Entrepreneurship and Business Creation	3
MGT 558	Applied Organizational Behavior	3
	Specialize Course Choose 6 courses among of 10 courses	18 Credits (6 courses)
FIN 535	Corporate Finance	3
FIN 536	Credit Analysis and Lending Management	3
FIN 538	Money and Capital Markets	3
FIN 539	Applied Bank Operation Management	3
FIN 543	Applied Financial Statement Analysis	3
FIN 637	Applied International Finance	3
FIN 641	Bank Treasury Management	3
FIN 645	Business Planning Management	3
FIN 646	Investment Analysis & Portfolio Management	3
FIN 647	Risk Management and Financial Institution	3
	Research Course Choose 3 courses among of 4 courses	9 Credits (3 courses)
RES 545	Applied Business Research Methods	3
RES 634	Qualitative Research	3

Course Code	Course title	Number of Credits
STA 533	Applied Statistics	3
STA 635	Quantitative Methods in Decision Making	3
	Elective Course Choose 2 courses among of 4 courses	6 Credits (3 courses)
AUD 652	Applied Audit and Assurance	3
ECO 635	Managerial Economics	3
MGT 643	Strategic Management	3
MKT 638	Marketing Management in Digital Age	3
2. Thesis		6 Credits
RES 661	Research Paper on Finance and Banking	3
THS 677	Seminar on Finance and Banking	3
	Total	48 Credits

III.1.2. Master of Finance and Banking (Course Work + Research)

Type : Higher Education
School : Graudate School
Major : Finance and Banking
Level : 7 (Master's Degree)
Path way : Course Work + Research

Course Code	Course title	Number of Credits
1. Course Work		
	Core Course Choose 3 courses among of 8 courses	9 Credits (3 courses)
ACC 525	Advanced Managerial Accounting	3
MGT 532	Business Ethics and Leadership	3
ENG 520	Academic Writing for Graduate Studies	3
BUS 653	Business Negotiation and Conflicts Resolution	3
MGT 535	Communication and Influence Skills for Managers	3
MGT 540	Applied Project Management	3
MGT 555	Entrepreneurship and Business Creation	3
MGT 558	Applied Organizational Behavior	3
	Specialize Course Choose 5 courses among of 12 courses	15 Credits (5 courses)
FIN 535	Corporate Finance	3
FIN 536	Credit Analysis and Lending Management	3
FIN 538	Money and Capital Markets	3
FIN 647	Risk Management and Financial Institutions	3
FIN 543	Applied Financial Statement Analysis	3
FIN 637	Applied International Finance	3
FIN 641	Bank Treasury Management	3
FIN 645	Business Planning Management	3
FIN 646	Investment Analysis & Portfolio Management	3
FIN 539	Applied Bank Operation Management	3
FIN 653	Financial Modeling	3
FIN 655	Public Finance	3
	Research Course Choose 3 courses among of 4 courses	9 Credits (3 courses)
RES 545	Applied Business Research Methods	3
STA 533	Applied Statistics	3

Course Code	Course title	Number of Credits
STA 635	Quantitative Methods in Decision Making	3
RES 634	Qualitative Research	3
	Elective Course Choose 1 courses among of 3 courses	3 Credits (1 course)
AUD 652	Applied Audit and Assurance	3
ECO 635	Managerial Economics	3
MGT 643	Strategic Management	3
2. Thesis		12 Credits
THS 660	Thesis Proposal Writing	3
THS 665	Thesis Writing and Defense	6
THS 666	Conference/Journal Publication	3
	Total	48 Credits

III.1.3. Master of Arts in Finance and Banking (Research)

Type : Higher Education
School : Graudate School
Major : Finance and Banking
Level : 7 (Master's Degree)

Path way : Research

Course Code	Course title	Number of Credits
1. Course Work		
	Core Course Choose 1 course among of 4 courses	3 Credits (1 course)
ENG 520	Academic Writing for Graduate Studies	3
MGT 532	Business Ethics and Leadership	3
MGT 535	Strategic Management	3
MGT 555	Entrepreneurship and Business Creation	3
	Specialize Course Choose 2 courses among of 7 courses	6 Credits (2 courses)
FIN 535	Corporate Finance	3
STA 635	Quantitative Methods in Decision Making	3
FIN 538	Money and Capital Markets	3
FIN 539	Applied Bank Operation Management	3
FIN 543	Applied Financial Statement Analysis	3
FIN 641	Bank Treasury Management	3
FIN 646	Investment Analysis & Portfolio Management	3
	Research Course Choose 2 courses among of 4 courses	6 Credits (2 courses)
RES 545	Applied Business Research Methods	3
STA 533	Applied Statistics	3
RES 634	Qualitative Research	3
RES 635	Systematic Literature Review	3
2. Thesis		12 Credits
THS 560	Thesis Proposal Writing	3
THS 663	Research Conference/Conference Proceedings	3
THS 666	Conference/Journal Publication	6
THS 677	Seminar on Finance and Banking	3
THS 668	Progress Report and Thesis Writing	18
	Total	48 Credits

III.2. Master Major in Finance

III.2.1. Master of Business Administration in Finance (Course work)

Type : Undergraudate/Higher Education

School : Graudate School

Major : Finance

Level : 7 (Master's Degree)

Path way : Course Work

Course Code	Course title	Number of Credits
1. Course Work		
	Core Course Choose 3 courses among of 8 courses	9 Credits (3 courses)
ACC 525	Advanced Managerial Accounting	3
MGT 532	Business Ethics and Leadership	3
ENG 520	Academic Writing for Graduate Studies	3
MGT 646	Total Quality Management	3
BUS 653	Business Negotiation and Conflicts Resolution	3
MGT 540	Applied Project Management	3
MGT 555	Entrepreneurship and Business Creation	3
MGT 535	Communication and Influence Skills for Managers	3
	Specialize Course Choose 6 courses among of 10 courses	18 Credits (6 courses)
FIN 535	Corporate Finance	3
FIN 536	Credit Analysis and Lending Management	3
FIN 538	Money and Capital Markets	3
FIN 646	Investment Analysis & Portfolio Management	3
FIN 543	Applied Financial Statement Analysis	3
FIN 647	Risk Management and Financial Institutions	3
FIN 637	Applied International Finance	3
FIN 539	Applied Bank Operation Management	3
FIN 645	Business Planning Management	3
FIN 641	Bank Treasury Management	3
	Research Course Choose 3 courses among of 4 courses	9 Credits (3 courses)
RES 545	Applied Business Research Methods	3
STA 533	Applied Statistics	3
STA 635	Quantitative Methods in Decision Making	3
RES 634	Qualitative Research	3

Course Code	Course title	Number of Credits
	Elective Course Choose 2 courses among of 4 courses	6 Credits (3 courses)
AUD 652	Applied Audit and Assurance	3
MKT 638	Marketing Management in Digital Age	3
ECO 635	Managerial Economics	3
MGT 643	Strategic Management	3
2. Thesis		6 Credits
RES 662	Research Paper on Finance	3
THS 678	Seminar on Finance	3
	Total	48 Credits

III.2.2. Master of Finance (Course Work + Research)

Type : Higher Education School : Graudate School

Major : Finance

Level : 7 (Master's Degree)
Path way : Course Work + Research

Course Code	Course title	Number of Credits
1. Course Work		
i. course work	Core Course Choose 3 courses among of 8 courses	9 Credits (3 courses)
ENG 520	Academic Writing for Graduate Studies	3
ACC 525	Advanced Managerial Accounting	3
MGT 540	Applied Project Management	3
MGT 532	Business Ethics and Leadership	3
MGT 555	Entrepreneurship and Business Creation	3
MKT 538	Marketing Management in Digital Age	3
MGT 535	Strategic Management	3
MGT 646	Total Quality Management	3
	Specialize Course Choose 5 courses among of 12 courses	15 Credits (5 courses)
FIN 539	Applied Bank Operation Management	3
FIN 543	Applied Financial Statement Analysis	3
FIN 637	Applied International Finance	3
FIN 641	Bank Treasury Management	3
FIN 645	Business Planning Management	3
FIN 535	Corporate Finance	3
FIN 536	Credit Analysis and Lending Management	3
FIN 653	Financial Modeling	3
FIN 646	Investment Analysis & Portfolio Management	3
FIN 538	Money and Capital Markets	3
FIN 655	Public Finance	3
FIN 647	Risk Management and Financial Institutions	3
	Research Course Choose 3 courses among of 4 courses	9 Credits (3 courses)
RES 545	Applied Business Research Methods	3
STA 533	Applied Statistics	3
RES 634	Qualitative Research	3
STA 635	Quantitative Methods in Decision Making	3

Course Code	Course title	Number of Credits
	Elective Course Choose 1 course among of 3 courses	3 Credits (1 course)
AUD 652	Applied Audit and Assurance	3
ECO 635	Managerial Economics	3
MGT 643	Strategic Management	3
2. Thesis		12 Credits
THS 666	Conference/Journal Publication	3
THS 660	Thesis Proposal Writing	3
THS 665	Thesis Writing and Defense	6
	Total	48 Credits

III.2.3. Master of Arts in Finance (Research)

Type : Higher Education School : Graudate School

Major : Finance

Level : 7 (Master's Degree)

Path way : Research

Course Code	Course title	Number of Credits
1. Course Work		
	Core Course Choose 1 course among of 4 courses	3 Credits (1 course)
ENG 520	Academic Writing for Graduate Studies	3
BUS 653	Business Negotiation and Conflicts Resolution	3
MGT 532	Business Ethics and Leadership	3
MGT 535	Strategic Management	3
	Specialize Course Choose 2 courses among of 7 courses	6 Credits (2 courses)
FIN 535	Corporate Finance	3
STA 635	Quantitative Methods in Decision Making	3
FIN 538	Money and Capital Markets	3
FIN 539	Applied Bank Operation Management	3
FIN 543	Applied Financial Statement Analysis	3
FIN 641	Bank Treasury Management	3
FIN 646	Investment Analysis & Portfolio Management	3
	Research Course Choose 2 courses among of 4 courses	6 Credits (2 courses)
RES 545	Applied Business Research Methods	3
STA 533	Applied Statistics	3
RES 634	Qualitative Research	3
RES 635	Systematic Literature Review	3
2. Thesis		33 Credits
THS 560	Thesis Proposal Writing	3
THS 663	Research Conference/Conference Proceedings	3
THS 666	Conference/Journal Publication	6
THS 677	Seminar on Finance and Banking	3
THS 668	Progress Report and Thesis Writing	18
	Total	49 Credits

III.3. Master Major in Management

III.3.1. Master of Business Administration in Management (Course Work)

Type : Higher Education
School : Graudate School
Major : Management
Level : 7 (Master's Degree)

Path way : Course Work

Course Code	Course title	Number of Credits	
1. Course Work			
	Core Course Choose 3 courses among of 8 courses	9 Credits (3 courses)	
ACC 525	Advanced Managerial Accounting	3	
BUS 653	Business Negotiation and Conflicts Resolution	3	
ENG 520	Academic Writing for Graduate Studies	3	
FIN 538	Money and Capital Markets	3	
FIN 539	Applied Bank Operation Management	3	
FIN 543	Applied Financial Statement Analysis	3	
FIN 637	Applied International Finance	3	
FIN 641	Bank Treasury Management	3	
	Specialize Course Choose 6 courses among of 10 courses	18 Credits (6 courses)	
MGT 530	Applied Human Resource Management	3	
MGT 532	Business Ethics and Leadership	3	
MGT 535	Communication and Influence Skills for Managers	3	
MGT 555	Entrepreneurship and Business Creation	3	
MGT 558	Applied Organizational Behavior	3	
MGT 640	Applied Project Management	3	
MGT 643	Strategic Management	3	
MGT 646	Total Quality Management	3	
MGT 651	Applied Business Law	3	
MGT 657	Logistics and Supply Chain Management	3	
	Research Course Choose 3 courses among of 4 courses	9 Credits (3 courses)	
STA 533	Applied Statistics	3	
RES 545	Applied Business Research Methods	3	
STA 635	Quantitative Methods in Decision Making	3	
RES 634	Qualitative Research	3	

Course Code	Course title	Number of Credits
	Elective Course Choose 2 courses among of 4 courses	6 Credits (2 courses)
MKT 638	Marketing Management in Digital Age	3
AUD 652	Applied Audit and Assurance	3
FIN 647	Risk Management and Financial Institutions	3
ECO 635	Managerial Economics	3
2. Thesis		6 Credits
RES 663	Research Paper on Management	3
THS 679	Seminar on Management	3
	Total	48 Credits

III.3.2. Master of Management (Course Work + Research)

Type : Undergraudate/Higher Education

School : Graudate School Major : Management

Level : 7 (Master's Degree)
Path way : Course Work + Research

Course Code	Course title	Number of Credits
1. Course Work		
	Core Course Choose 3 courses among of 8 courses	9 Credits (3 courses)
ACC 525	Advanced Managerial Accounting	3
BUS 653	Business Negotiation and Conflicts Resolution	3
ENG 520	Academic Writing for Graduate Studies	3
FIN 538	Money and Capital Markets	3
FIN 539	Applied Bank Operation Management	3
FIN 543	Applied Financial Statement Analysis	3
FIN 637	Applied International Finance	3
FIN 641	Bank Treasury Management	3
	Specialize Course Choose 5 courses among of 12 courses	15 Credits (5 courses)
FIN 646	Investment Analysis & Portfolio Management	3
MGT 530	Applied Human Resource Management	3
MGT 532	Business Ethics and Leadership	3
MGT 535	Communication and Influence Skills for Managers	3
MGT 555	Entrepreneurship and Business Creation	3
MGT 558	Applied Financial Behavior	3
MGT 558	Applied Organizational Behavior	3
MGT 640	Applied Project Management	3
MGT 646	Total Quality Management	3
MGT 657	Logistics and Supply Chain Management	3
MGT 659	Management Information System	3
MGT 660	Design Thinking	3
	Research Course Choose 3 courses among of 4 courses	9 Credits (3 courses)
RES 545	Applied Business Research Methods	3
RES 634	Qualitative Research	3

Course Code	Course title	Number of Credits
STA 533	Applied Statistics	3
STA 635	Quantitative Methods in Decision Making	3
	Elective Course Choose 1 course among of 3 courses	3 Credits (1 courses)
ECO 635	Managerial Economics	3
MGT 643	Strategic Management	3
MKT 638	Marketing Management in Digital Age	3
2. Thesis		12 Credits
THS 660	Thesis Proposal Writing	3
THS 665	Thesis Writing and Defense	6
THS 666	Conference/Journal Publication	3
	Total	48 Credits

III.3.3. Master of Arts in Management (Research)

Type : Higher Education
School : Graudate School
Major : Management

Level : 7 (Master's Degree)

Path way : Research

Course Code	Course title	Number of Credits
1. Course Work		
	Core Course Choose 1 courses among of 4 courses	3 Credits (1 course)
ACC 525	Advanced Managerial Accounting	3
BUS 653	Business Negotiation and Conflicts Resolution	3
ENG 520	Academic Writing for Graduate Studies	3
FIN 543	Applied Financial Statement Analysis Specialize Course Choose 2 courses among of 7 courses	3 6 Credits (2 courses)
MGT 530	Applied Human Resource Management	3
MGT 535	Communication and Influence Skills for Managers	3
MGT 555	Entrepreneurship and Business Creation	3
MGT 558	Applied Organizational Behavior	3
MGT 643	Strategic Management	3
MGT 646	Total Quality Management	3
STA 635	Quantitative Methods in Decision Making	3
	Research Course Choose 2 courses among of 4 courses	6 Credits (2 courses)
RES 545	Applied Business Research Methods	3
RES 634	Qualitative Research	3
RES 635	Systematic Literature Review	3
STA 533	Applied Statistics	3
2. Thesis		12 Credits
THS 660	Thesis Proposal Writing	3
THS 663	Research Conference/Conference Proceedings	3
THS 666	Conference/Journal Publication	6
THS 679	Seminar on Management	3
THS 668	Progress Report and Thesis Writing	18
	Total	48 Credits

Teaching Methods

ACLEDA INSTITUTE OF BUSINESS has been using the student-centred methods as a basis for its teaching methodology. Students pay attention to sharing and making a group discussion and presentation. Also, both teachers and students share experience and learn from each other.

Classroom



Group Discussion



♣ Role Play



♣ Study tour at companies



4 Apprenticeships



♣ Incubation



> Outstanding Lecturer Award

Term I, Academic Year 2022 - 2023





> Outstanding Lecturer Award

Term II, Academic Year 2022 - 2023



- #1397, Phnom Penh Hanoi Friendship Blvd., Phum Anlong Kngan, Sangkat Khmuonh, Khan Saensokh, Phnom Penh, Kingdom of Cambodia.
- **○** 023 999 944 **│** 023 986 937 **│** 015 600 410
- 📵 www.acleda-aib.edu.kh
- 😂 info@acleda-aib.edu.kh
- (f) ACLEDA INSTITUTE OF BUSINESS