

ABOUT UNIVERSITI POLY-TECH MALAYSIA

Universiti Poly-Tech Malaysia, also known as UPTM, is an institution of higher learning has built itself upon years of continuous improvements and change leading to a wealth of experience and wisdom.

At UPTM, the focus is on providing a comprehensive education that goes beyond theoretical knowledge to include the development of essential human attributes, attitude, and aptitude. The university's committed educators work tirelessly to ensure that every student receives personalised attention and support that enables them to realise their full potential.

UPTM's curriculum is anchored in contemporary technologies and business education, offering students a wide range of innovative courses that challenge and stimulate their skills and expertise essential for them to thrive in the fast-paced world of business. It is important to note that Poly-Tech, in this context, refers to the incorporation of cutting-edge technologies into business education, and should not be confused with technical or vocational education.

On the overall, the university's emphasis is on producing graduates who are not only highly skilled and knowledgeable, but also possess the essential qualities of professionalism, ethical responsibility, and social awareness. With its unwavering commitment to academic excellence, UPTM stands out as an institution of higher learning that prepares students for successful careers and meaningful lives.

VISION

To become a university of choice in nurturing professionals impacting the nation.

MISSION

- Develop ethical, holistic and balanced professional
- To utilize knowledge and innovative contemporary technologies to contribute towards the development of the nation.

MOTTO

Trusted ● Caring ● Resilient ● Respected

OBJECTIVES

- To provide opportunities to pursue professionally recognised programmes.
- To provide vibrant and invitational programmes relevant to current market needs and customers' demands.
- To design programmes that inculcate graduates' synergetic talents.
- To ensure that graduates are adequately prepared for the local and global workforce.
- To establish human resource development programmes as tool for assimilating the value of society.
- To establish a distinctive and accountable centre of excellence in managing research, consultation and services.

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MESSAGE FROM THE PRESIDENT

I am honored to welcome you to the University Poly-Tech Malaysia (UPTM), an esteemed academic institution based at the heart of the capital city of Malaysia. As the President of UPTM, I am excited to invite you to join our community of scholars, where you will have the opportunity to develop into ethical, holistic, and balanced professionals who can impact the nation positively.

UPTM has undergone a remarkable transformation from a college to a university college and now a full-fledged university. This growth is a testament of our commitment to academic excellence and our dedication in providing a conducive learning environment. Our vision is to become a university of choice in nurturing professionals who can make a difference in society. We aim to achieve this by providing our students with the necessary skills, knowledge, and values to excel in their chosen fields.

At UPTM, our mission is to develop ethical, holistic, and balanced professionals who can contribute to the development of the nation using knowledge and innovative contemporary technologies. We strive to ensure that our graduates possess the necessary skills to thrive in a competitive global environment. Our curriculum is designed to challenge our students while also nurturing their intellectual curiosity.

Our university's core values are based on trust, care, resilience, and respect, which guide us in all our interactions with students, faculty, and staff. We pride ourselves on our inclusivity, diversity, and the community of scholars that we have built over the years. We are confident that you will find a home at UPTM, where you can grow and learn alongside other ambitious students.

I welcome you to explore our website and learn more about UPTM. Our dedicated faculty and staff are always to answer any questions you may have about our programs, admissions process, or campus life. We hope to hear from you soon and look forward to welcoming you to our university.

Sincerely,

President

University Poly-Tech Malaysia

INTRODUCTION

The Master of Business Administration (MBA) in Corporate Administration and Governance (CAG) (AB302) is a graduate programme in which the core business disciplines are enriched with various courses in management, administration and governance. This programme is focused to provide students with an academic curriculum that focuses on an action-based learning model that integrates theory, research and application to real world issues. Through the taught courses, students are encouraged to seek and foster learning environments that stimulate corporate governance and enable them to apply their knowledge in proper corporate administration and governance ventures.

PROGRAMME INFORMATION

Name of the award	:	MBA (Business Administration in Corporate Administration and Governance (MBA) (CAG)
MQF level	:	Master Degree Level (MQF Level 7)
Credit value	:	120 credits
Type of award	:	Single major
Field of study	:	Business and Administration - 345
Language of Instruction	:	English
Mode of study	:	Full-time
Mode of delivery	:	Lectures are delivered to enhance students' knowledge within the context of the learning module. Seminars, workshops and conferences are organised to disseminate and share knowledge on the current practices and issues in corporate governance to the students.
Method of delivery	:	The method of delivery is conventional (face-to-face in classroom) and online learning.
Duration of study	:	1 year and 7 months (4 Semesters)

PROGRAMME INFORMATION

1. Programme Title : MBA (Corporate Administration and Governance)
2. Programme Code : AB302
3. Duration : 1 year and 7 months
4. Total Credit Hours : 42
5. Medium of Instruction : English
6. Entry Requirement :
 - i. A Bachelor's degree (Level 6, Malaysian Qualifications Framework, MQF) in related fields with at least CGPA of 2.50 as accepted by the HEP Senate;
OR
 - ii. A Bachelor's degree (Level 6, MQF) in related fields with a minimum CGPA of 2.00 and not meeting CGPA of 2.50 can be accepted subject to a rigorous internal assessment*;
OR
 - iii. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and with relevant working experience**, subject to a rigorous internal assessment*,
OR
 - iv. A Bachelor's degree (Level 6, MQF) in non-related fields with a minimum CGPA of 2.00 as accepted by the HEP Senate and without relevant working experience**, subject to passing pre-requisite courses***,
OR
 - v. Other equivalent/related qualifications to a Bachelor's degree (Level 6, MQF) recognised by the Government of Malaysia.

English Competency Requirement for International Students

For International Students, English Competency should achieve a minimum Band 4 in Malaysian University English Test (MUET) or equivalent to

Common European Framework of Reference (CEFR) (Mid B2)****

7. Programme :
Educational Objectives

The programme educational objectives are to produce graduate who are:

- PEO1 : have advanced knowledge and critical thinking skills, with practical skills, capable of using selected advanced numerical techniques and using digital technologies in the corporate administrative and governance settings
- PEO2 : lead with autonomy, communicate and interact with internal and external stakeholders when working in various corporate administrative and governance settings
- PEO3 : uphold and defend professional and ethical practices in all corporate administrative and governance settings
- PEO4 : have positive attitudes, commitment for life-long learning and entrepreneurial mind-set for self and career progression.

8. Programme Outcomes :

It is hoped that upon the completion of the program, graduates should be able to:

- PLO1 : Demonstrate advanced theoretical knowledge in the area of corporate administration and governance
- PLO2 : Apply advanced analytical and critical thinking skills when making decision in the corporate administration and governance.
- PLO3 : Demonstrate comprehensive operational skill in corporate administration and governance
- PLO4 : Demonstrate good interpersonal skills to function as a member of a team

- PLO5 : Effective communication skills in conveying ideas to stakeholders, expert and non-expert audience
- PLO6 : Competently use a wide range of suitable digital technologies and appropriate software to solve complex corporate administration and governance problems
- PLO7 : Use quantitative and qualitative methods in analyzing and evaluating relevant data
- PLO8 : Manage issues collaboratively with significant degree of leadership, responsibility and accountability
- PLO9 : Apply self-advancement traits for continuous academic or professional development.
- PLO10 : Demonstrate significant personal attributes to exploit entrepreneurial opportunities.
- PLO11 : Demonstrate professional ethical adherence in personal and social contexts.
9. Awarding Body : Universiti Poly-Tech Malaysia
10. Programme Standards : Business (2021)

PROGRAMME STRUCTURE

MBA (CORPORATE ADMINISTRATION AND GOVERNANCE) (AB302)

Year 1 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MGT6033	Strategic Management	Core	3	120	None	70	30
HRM5013	Human Resource Management	Core	3	120	None	70	30
MAC5013	Managerial Accounting	Core	3	120	None	80	20
ECO5013	Managerial Economics	Core	3	120	None	80	20
	Total		12				

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
BUS5063	International Business Environment	Elective	3	120	None	70	30
ITC4103	Management System and E-Business	Elective	3	120	None	60	40
MGT6243	Corporate Strategy and Administration	Elective	3	120	None	70	30
FIN5103	Financial Market Economics	Elective	3	120	None	60	40
BUS5083	Ethics and Integrity in Administration	Elective	3	120	None	60	40
MGT5133	Organization Behaviour	Elective	3	120	None	80	20
FIN5113	Corporate Financial Management Analysis	Elective	3	120	None	60	40

	Total		12				
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Year 1 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
BUS5103	Research Methodology & Data Analysis	Core	3	120	None	25	75
MKT5023	Corporate Marketing	Elective	3	120	None	70	30
CGE6023	Corporate Governance, Risk and Ethics	Specialization	3	120	None	70	30
CGE6033	Corporate Accountability and Sustainability	Specialization	3	120	None	70	30
	Total		12				

Year 2 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
LAW5073	Corporate Law	Specialization	3	120	None	60	40
CSP4023	Company Secretarial Practice	Specialization	3	120	None	60	40
BUS6113	Business Research Project	Core	6	120	BUS5103	70	30
	Total		12				

COURSE INFORMATION

1. STRATEGIC MANAGEMENT (MGT6153)

Prerequisite : None

This course is an advance course developing knowledge from previous learning. It covers the analysis and evaluation of an organization's environment and strategies, and strategies development for effective implementation to achieve competitive advantage and sustainable performance in relation to corporate administration and governance.

2. HUMAN RESOURCE MANAGEMENT (HRM5113)

Prerequisite : None

This is an advanced course that provides detailed and practical knowledge on human resources management. Topics of discussion include human resource planning, recruitment and selection, training and development, performance management, compensation and benefits, occupational safety and health and employee rights and discipline. Current human resource issues commonly faced by organizations and managerial decision-making process will also be emphasized.

3. MANAGERIAL ACCOUNTING (MAC4083)

Prerequisite : None

This course provides students with fundamental knowledge and skills in managerial accounting. It requires the students to explain, apply, analyze and evaluate managerial accounting concepts and techniques/tools which are relevant to decision making process at managerial level.

Fundamental topics covered on managerial accounting include cost and management accounting techniques, activity based costing, cost-volume-profit analysis, budgeting, standard costing and variance analysis and other related performance management systems.

4. MANAGERIAL ECONOMICS (ECO5023)

Prerequisite : None

This course focuses on the application of econometrics theory and decision science tools to determine the optimal solution to managerial decision making. The topic covers demand analysis and forecasting, production and costs and pricing and output decisions. At the end of the course, students should be able to apply econometric theory and the analytical

tools of decision science and make decisions on how an organization can achieve its objectives most efficiently.

5. INTERNATIONAL BUSINESS ENVIRONMENT (BUS5063)

Prerequisite : None

This course is designed to give an understanding of International Business concepts and appreciating the importance of it. It contains learning of the complexity of globalization, volatile economy, political climate, cultural sensitivities and competitive environment. The knowledge will help the students to identify strength, opportunities and threat of international business operation, which may be incorporated in their current or future organization's strategy, structure and functions.

Students will also gain the exposure to the differences in expectations, consumer preferences, interpretations and values, which are typical of management teams in global companies.

6. INFORMATION SYSTEM AND E-BUSINESS (ITC4103)

Prerequisite : None

This course provides a focus study of information systems (IS) and how today's business firms use information technologies and systems to achieve corporate objectives. The module encompasses the study of current information system issues associated with e-business strategies. Students will be able to analyze on the use of information systems and technologies to achieve bottom-line business results.

7. CORPORATE STRATEGY AND SUSTAINABILITY (CGE6033)

Prerequisite : None

This course introduces students to corporate strategy and sustainability in formal business organization. It focuses on corporate environment, strategy capability, strategy purpose, culture and strategy, business-level strategy identifying strategic business unit, strategic directions, international strategy, entrepreneurship and innovation, strategy development processes, strategy methods and evaluation, organizing for success, resourcing strategies and managing strategic change.

8. FINANCIAL MARKET ECONOMICS (FIN5113)

Prerequisite : None

This course is an advance course developing knowledge from previous learning. It covers the analysis and evaluation of an organization's environment and strategies, and strategies development for effective implementation to achieve competitive advantage and sustainable performance.

9. MARKETING MANAGEMENT (MKT5023)

Prerequisite : None

This course builds on the understanding of how decisions are made based on the values offered, created, delivered and communicated to the firm's target market. Marketing opportunities would be assessed using tools and concepts such as market-oriented strategic planning and marketing information system. These tools and concepts incorporate marketing research, consumer and/or business buying behaviour and competitor analysis. The course ensures a balance between theoretical and application perspectives.

10. ORGANIZATIONAL BEHAVIORAL (MGT5133)

Prerequisite : None

Organizational behavior is crucial in determining the success of managing and leading people in complex organizations and design workplaces that elicit high performance from individuals, teams and organization. This subject will help students understand the unique challenges and problems that organizational leaders must address.

11. CORPORATE FINANCIAL MANAGEMENT ANALYSIS (FIN5113)

Prerequisite : None

The course emphasizes on the elements of financial management such as financial objectives, financial analysis, financial forecasting, financial planning and control, time value of money, valuation of financial assets, risk and return and capital budgeting. In addition, issues relating to financial theory and corporate policies will be elucidated.

Students (to be knowledgeable and competent) in the skills of corporate financial planning. Students will also learn about the ability to act strategically, to communicate a clear vision of the future and to make business decision based on the corporate financial planning perspective.

12. BUSINESS RESEARCH METHOD (BUS5013)

Prerequisite : None

This course introduces students to a diversity of research techniques and trains them in experiencing the research process that involves identifying problems, collecting, analyzing, interpreting and reporting data, for the purpose of solving problems in the business environment.

Emphasis will be given to the descriptive research design (such as survey research) and causal design, measurement and sampling, commonly used data analysis methods, data interpretation and writing, and reporting of research findings. Students are also trained to write a research proposal in planning to undertake the Master's Project.

13. ETHICS AND INTEGRITY IN ADMINISTRATION (BUS5083)

Prerequisite : None

This course is an advance course utilizing knowledge from previous learning. It covers the analysis and evaluation of an organization's environment and strategies, and strategies development for effective implementation to achieve competitive advantage and sustainable performance.

14. CORPORATE GOVERNANCE, RISK AND ETHICS (CGE6023)

Prerequisite : None

Corporate Governance, risk management and ethics are important elements for efficient corporate administration globally. This course provides students with a framework for analysing issues in the governance of corporations derived from a comprehensive understanding of the concepts and issues associated with corporate governance practices and mechanisms. This is achieved by examining the nature of corporations and their environments, and the concepts, principles and practices of corporate governance, risks and ethics.

15. CORPORATE LAW (LAW5073)

Prerequisite : None

This course introduces the key concepts, frameworks and tools of blue ocean strategy and lays out the fundamental methodology of creating and capturing blue oceans of new market space. Using theory based videos and cases; this course provides students with comprehensive understanding of the core concepts of blue ocean strategy and gives students an opportunity to explore and study in depth the logic and methods that are common to blue ocean strategic moves in real business settings.

16. CORPORATE ACCOUNTABILITY AND SUSTAINABILITY (CGE6033)

Prerequisite : None

This course aims to expose students on the process of conducting academic research in order to carry out research project in the area of their study. This is a continuation of Business Research Method course, where they have covered

topics such as: problem background, problem statement, research objectives, research questions, research framework, literature reviews, and research methods. This course covers the following topics: Development of research tools, Data collection processes, Data analysis techniques, Interpretation of data, and Report writing.

17. COMPANY SECRETARIAL PRACTICE (CSP4023)

Prerequisite : None

A core responsibility of the Chartered Secretary is as Secretary to the Board. The aim of the module is to specify and assess the essential knowledge and skills involved in taking overall responsibility for the corporate secretarial function in small, medium and large scale organizations.

The practice of corporate secretaryship in this module extends to both the strategic and functional contexts, in advising the Board, in leading teams in secretarial best practice, in ensuring compliance with law and regulation, and in establishing efficient internal communication of Board decisions and external reporting.

18. RESEARCH PROJECT (BUS6113)

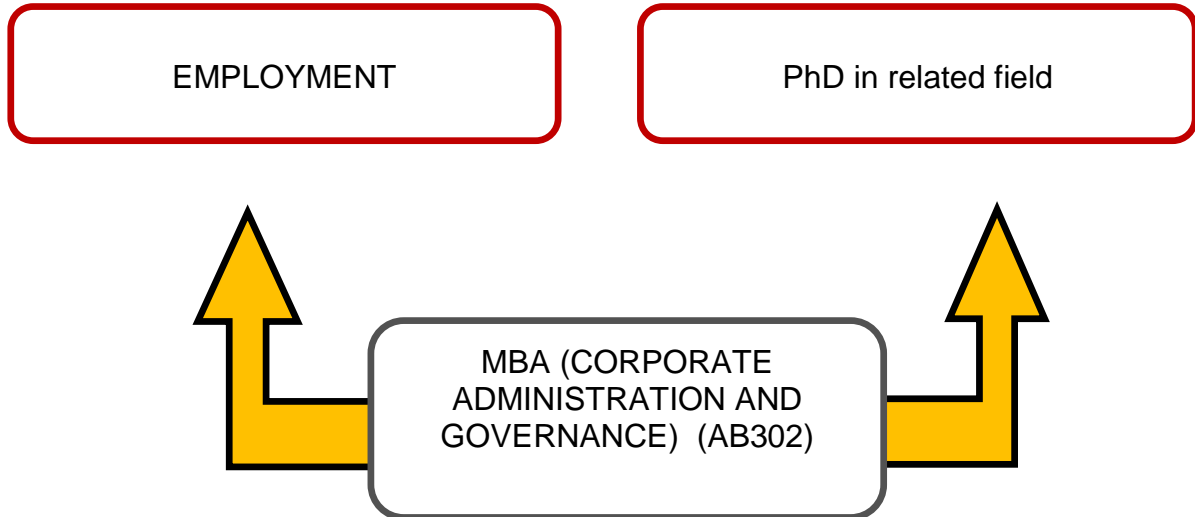
Prerequisite: BUS5013

This course aims to expose students on the process of conducting academic research in order to carry out research project in the area of their study. This is a continuation of Business Research Method course where they have covered topics such as: problem background, problem statement, research objectives, research questions, research framework, literature reviews, and research methods.

This course covers the following topics: Development of research tools, Data collection processes, Data analysis techniques, Interpretation of data, and Report writing.

STUDY PATH

MBA (CORPORATE ADMINISTRATION AND GOVERNANCE) (AB302)



ACADEMIC PLANNER

ACTIVITY	Long Semester	Short Semester
	Day / Week	Day / Week
Registration (New Students)	Day 1	Day 1
Induction	Day 2	Day 2
Add/Drop Week	Week 4	Week 2
Lectures	Week 1 - 7	Week 1 - 7
Mid-Semester Break	1 Week	
Lectures	Week 8 – 14	
Revision Week	2 Days	2 Days
Final Examination	3 Weeks	1 - 2 Weeks
Semester Break	2 - 3 Weeks	2 - 3 Weeks

Note: Actual academic calendar can be accessed in the UPTM website at www.uptm.edu.my.

- The University reserves the right to make any changes to the academic calendar when necessary. Students are advised to be aware of announcements regarding changes at all times.

ACADEMIC REGULATIONS

- All UPTM students are subjected to the academic rules and regulations as outlined in the **Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (2023 Amendment)**. A copy of this academic rules and regulations can be accessed in the UPTM website at www.uptm.edu.my.
- All UPTM students pursuing academic programmes in collaboration with professional, local or foreign partner institutions are also subjected to the rules and regulations of the partner institutions. A copy of this handbook can be accessed in the UPTM website at www.uptm.edu.my