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

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INTRODUCTION

This programme equips students with practical knowledge and skills in business management, corporation administration, and secretarial practice. The degree helps corporate administrators and company secretaries to advance in their careers with the necessary technical and professional knowledge and skills in company and financial administration and secretarial practices at para- professional level, blending theoretical knowledge and practical application. At completion, graduates are able to help organizations handle day-to-day operations such as registration of new companies, organising board meetings and assisting in formulating corporate policies and advising on business sustainability.

Graduates of Bachelor of Corporate Administration (Hons.) can seek employment in a wide variety of administrative, management and financial positions both in the public and private sectors. These include company secretary, corporate administrator, management consultant, corporate manager, compliance officer, tax agent, human resource manager, finance officers, other management position and can be self-employed as professionals entrepreneurs.

PROGRAMME INFORMATION

1.	Programme Title	:	Bachelor Corporate Administration (Honours)
2.	Programme Code	:	AC201
3.	Duration	:	3 years
4.	Total Credit Hours	:	120 credits
5.	Medium of Instruction	:	English

6. Entry Requirement : A pass in Sijil Tinggi Persekolahan Malaysia (STPM), with a minimum of Grade C (GP 2.00) in any 2 subjects, and a pass in Mathematics and English at Sijil Pelajaran Malaysia (SPM) level or any equivalent qualification

OR

A pass in Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Jayyid, and a pass in Mathematics and English at SPM level;

OR

Any qualification equivalent to Diploma or Advanced Diploma (Level 4, or 5, MQF) with minimum CGPA 2.00 out of 4.00.

OR

Matriculation / Foundation qualification with a minimum CGPA of 2.00 out of 4.00 or any equivalent qualification. International students are required to achieve a minimum score of 5.5 for International English Language Testing System (IELTS) OR its equivalent

7. Programme :
Educational Objectives

The programme educational objectives are to produce graduate teachers who are:

PEO1 : Equipped with knowledge and practical skills in the field of corporate administration.

PEO2 : Competent in communication, possess good interpersonal skills related to current corporate compliance and secretarial practices; and demonstrate leadership qualities in an organisation.

PEO3 : Capable to solve problems related to the field of corporate administration, creatively, innovatively, ethically and professionally; using numerical and technical skills.

PEO4 : Able to demonstrate entrepreneurial skills and recognise the need of lifelong learning, as well using a broad range of information, media and technology applications for successful career advancement.

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

Upon completion of the program, graduates should be able to:

PLO1 : Demonstrate broad areas of theoretical and technical knowledge in the related areas of study.

PLO2 : Apply analytical and critical thinking skills in making decisions and providing solutions to related problems.

PLO3 : Demonstrate good management and practical skills related to corporate administration field and issues.

PLO4 : Interact and work effectively with diverse group of stakeholders.

PLO5 : Apply effective communication skills using appropriate forms of presentation in conveying ideas to internal and external stakeholders.

PLO6 : Utilise a broad range of digital and technology softwares / applications in completing assigned tasks.

PLO7 : Use numeracy skills for problem-solving and analyzing data.

PLO8 :
Demonstrate leadership, accountability and autonomy in undertaking assigned tasks and responsibilities.

PLO9 : Commit to principles of lifelong learning in academic and career progression.

PLO10 : Apply entrepreneurial mindset in delivering solutions under changing industry landscape.

PLO11 :   Uphold professional and ethical practices in providing assigned tasks and duties.

9.   Awarding Body   :   Universiti Poly-Tech Malaysia

10. Programme Standards   :   Business Studies, Second Edition, August 2021

PROGRAMME STRUCTURE

BACHELOR OF CORPORATE ADMINISTRATION (HONOURS)

Year 1 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work (%)	Final Assessment (%)
MGT2323	Principles of Management	Common Core	3	120	None	50	50
ITC2133	Information Technology for Business	Common Core	3	120	None	70	30
UCS3123	Arabic for Communication	University Core	3	120	None	60	40
UCS3143	Mandarin for Communication		3				
UCS3163	French for Communication		3				
MKT2123	Principles of Marketing	Common Core	3	120	None	70	30
MPU3182	Penghayatan Etika dan Peradaban	Compulsory	2	80	None	100	0
MPU3142	Bahasa Melayu Komunikasi 2 (Foreign Student)		2				
ECO2163	Microeconomics	Common Core	3	120	None	60	40
	Total		**17**				

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ECO2173	Macroeconomics	Common Core	3	120	None	60	40
BUS2223	Business Ethics	Common Core	3	120	None	60	40
MGT3393	Operations Management	Common Core	3	120	None	60	40
ITC2263	Introduction to Data Analytics	Common Core	3	120	None	70	30
HRM2133	Human Resource Management	Common Core	3	120	None	60	40
MPU3192	Falsafah Dan Isu Semasa	Compulsory	2	80	None	100	0
	Total		17				

Year 1 Semester 3

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
LAW2163	Principles of Business Law	Discipline Core	3	120	None	60	40
ACC2183	Introduction to Financial and Management Accounting	Common Core	3	120	None	50	50
	Total		6				

Year 2 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
FIN2203	Financial Management	Common Core	3	120	None	60	40
STA2113	Statistics for Social Sciences	Common Core	3	120	None	60	40
MGT2293	Organizational Behavior	Common Core	3	120	None	50	50
ENW3113	English for Business	Common Core	3	120	None	60	40
MPU3332	Pengajian Islam 3	Compulsory	2	80	None	100	0
MPU3362	Ethics and Moral 3		2				
CGE3013	Corporate Governance	Discipline Core	3	120	None	70	30
	Total		17				

Year 2 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
LAW3163	Corporate Law	Discipline Core	3	120	LAW2163	60	40
ACC3323	Intermediate Financial Accounting	Discipline Core	3	120	ACC2183	60	40
	Elective 1 (Refer to Electives table)	Electives	3	120	None	60	40
UCS3083	Entrepreneurship with Digital Application	University Core	3	120	None	60	40
CGE4033	Boardroom Dynamics	Discipline Core	3	120	CGE3013	60	40
BUS2233	International Business & Entrepreneurship	Common Core	3	120	None	70	30
	Total		18				

Year 2 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
	Elective 2 (Refer to Electives table)	Electives	3	120	None	60	40
MPU3422	Khidmat Masyarakat 2	Compulsory	2	80	None	100	0
	Total		5				

Year 3 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
CSP3023	Corporate Secretaryship I	Discipline Core	3	120	None	60	40
TAX2063	Taxation I	Discipline Core	3	120	None	50	50
CGE4023	Risk Governance	Discipline Core	3	120	CGE3013	70	30
FIN3233	Corporate Financial Management	Discipline Core	3	120	FIN2203	50	50
UCS3113	Accounting Project for Community (SULAM)	University Core	3		None	70	30
	Elective 3 (Refer to Electives table)	Electives	3	120	None	60	40
	Total		**18**				

Year 3 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
CSP4013	Corporate Secretaryship II	Discipline Core	3	160	CSP3023	60	40
TAX2073	Taxation II	Discipline Core	3	120	TAX2063	50	50
MGT4343	Strategic Management	Common Core	3	120	None	50	50
ACC4343	Advanced Financial Accounting and Reporting	Discipline Core	3	120	ACC3323	60	40
	Total		15				

Year 3 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
INT4047	Industrial Training	Industrial Training	7	280	Pass all subjects	100	-
	Total		7				

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List of Elective Courses

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MGT3333	Leadership in Organizations	Electives	3	120	None	60	40
HRM4203	Industrial Relations	Electives	3	120	None	60	40
BUS3243	Research Methodology	Electives	3	120	None	60	40
LAW3173	Law and Practice of Meetings	Electives	3	120	None	60	40
MGT3433	Managing Change	Electives	3	120	None	60	40

U1 (For Local Students)

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MPU3182	Penghayatan Etika dan Peradaban	Compulsory	2	80	None	100	0
MPU3192	Falsafah Dan Isu Semasa	Compulsory	2	80	None	100	0

U1 (For International Students)

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MPU3142	Bahasa Melayu Komunikasi 2	Compulsory	2	80	None	100	0
	Choose Between These 2 Subjects						
MPU3182	Penghayatan Etika dan Peradaban	Compulsory	2	80	None	100	0

| MPU3192 | Falsafah Dan Isu Semasa | Compulsory | 2 | 80 | None | 100 | 0 |

COURSE INFORMATION

INTRODUCTION TO FINANCIAL AND MANAGEMENT ACCOUNTING (ACC2183)
Prerequisite : None

The course covers two parts of accounting: financial and cost accounting. In financial accounting, it introduces definition of accounting, accounting classification and equation, recording process in journals and ledgers, transferring balances to trial balance, and preparing financial statements. In cost accounting, it introduces definition of cost accounting, preparation of cash budget, and application of cost-volume profit analysis (CVP) for business planning and control.

INTERMEDIATE FINANCIAL ACCOUNTING AND REPORTING (ACC3323)
Prerequisite : ACC2183

This course covers selected Malaysian Financial Reporting Standards (MFRS) for limited companies for the preparation of financial statements. The topics covered include Introduction to Company Accounts, Inventories (MFRS 102), Receivables (MFRS 139), Payable (MFRS 139), Property, plant and equipment (MFRS 116), Preparation of Financial Statements & Preparation of Cash Flow Statement.

ADVANCE FINANCIAL ACCOUNTING AND REPORTING (ACC4343)
Prerequisite : ACC3323

This course is a continuation of Financial Reporting I (ACC3153) it covers the accounting treatments for internal and external reconstructions of a company leading to the preparation of published financial statements for a group of companies.

ARABIC FOR COMMUNICATION (UCS3123)
Prerequisite : None

This course is designed to provide students with foundational Arabic speaking, listening, reading and writing skills based on Arabic letters (Hijaiyyah) to successfully navigate through a range of social environments. Understanding sentence structures is also necessary for the production of the target language and practice of pronunciation and intonation. It helps to develop language-learning skills and to foster cultural awareness.

MANDARIN FOR COMMUNICATION (UCS3143)
Prerequisite : None

This course is designed to provide students with foundational Mandarin speaking, listening, reading and writing skills based on Hanyu Pinyin system to successfully navigate through a range of social environments. Understanding sentence structures is also necessary for the production of the target language and practice of pronunciation and intonation. It helps to develop language-learning skills and to foster cultural awareness.

FRENCH FOR COMMUNICATION (UCS3163)
Prerequisite : None

This course is designed to provide students with foundational French oral and written skills to successfully navigate through a range of professional workplace environments. Grammatical structures are also necessary for the production of the target language and practice of pronunciation, intonation and stress. It helps to develop language-learning skills and to foster cultural (Francophone) awareness.

BUSINESS ETHICS (BUS2223)
Prerequisite : None

This course introduces ethical behaviour in business and values such as honesty, integrity, and accountability. It provides knowledge to weigh the potential consequences of business decisions and allows good work ethics in conducting business.

INTERNATIONAL BUSINESS & ENTREPRENEURSHIP (BUS2233)
Prerequisite : None

This course covers the importance of entrepreneurs competencies and international business environment factors that contribute in expanding business to international markets. It provides knowledge on the importance of global mindset as international entrepreneurs, to enable identification of opportunities and issues in handling international business .

RESEARCH METHODOLOGY (BUS3243)
Prerequisite : None

The course provides the understanding of principles and processes social research, both quantitative and qualitative approaches. It trained students to conduct research in business field ethically as well as how to interpret data and debate the research study.

MICROECONOMICS (ECO2163)
Prerequisite : None

This course introduces the application of microeconomic principles to business decision making. It focuses on supply and demand and the basic forces that determine an equilibrium in a market economy. It explains how firms and consumers make decision; and how these decisions interact in the market, thus influencing firms' decisions on optimal production, and the impact of different market structures on firms' behaviour.

MACROECONOMICS (ECO2173)
Prerequisite : None

This course introduces the application of macroeconomic to business decision making. It focus on economy such as inflation, rate of economics growth, national income, as well as aggregate demand, aggregate supply and overall price level. It also covers fiscal and monetary policies in solving macroeconomics issues, money and banking, and international trade.

ENTREPRENEURSHIP WITH DIGITAL APPLICATION 2 (UCS3083)
Prerequisite : None

This course will expose the students with theoretical knowledge and tools of digital entrepreneurship. In addition students also will train to sell a real product through social media. This course also provides students with the basic knowledge and process on how to prepare a digital business plan. It also requires students to do research and consultation with their respective lecturers in preparing the digital business plan.

FINANCIAL MANAGEMENT (FIN2203)
Prerequisite : None

The course exposes the basic principles and techniques of financial management in financial decision making. It describes the financial aspects require in analysing the firms performance. The course develops the skill in evaluating the projects and to justify the needs for financing. Topics cover financial statement analysis, risk and return relationship, working capital management, short- and long- term financing, the time value of money and capital budgeting.

CORPORATE FINANCIAL MANAGEMENT (FIN3233)
Prerequisite : FIN2203

This course is an expansion of financial management and is an important element in the world of business. The course explains the impact of corporate financial planning and decision-making on the fiscal environment of an organization and the maximisation of value. This course covers the applications of financial tools and techniques, which can be used to help firms maximize value by improving decisions

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relating to capital budgeting, capital structure, dividend policy and working capital management. This course also deals with related topics, including risk management, and mergers and acquisitions.

ENGLISH FOR BUSINESS (ENW3113)
Prerequisite : None

This course emphasizes on effective writing and speaking skills in business communication. It focuses on the application of the principles in communication in both writing and speaking situations through the use of different types of business correspondence in workplace setting.

HUMAN RESOURCE MANAGEMENT (HRM2133)
Prerequisite : None

This course introduces the fundamentals of human resource management and the utilization of individuals to achieve organizational objectives. It covers functions of human resource management which are applied in most of organizations globally.

INDUSTRIAL RELATIONS (HRM4203)
Prerequisite : None

This course covers concepts of industrial relations in Malaysia. It focuses on the relationship between an employer and employee pertaining to the employee's employment, employment termination and disciplinary issues in maintaining industrial harmony at the workplace.

INDUSTRIAL TRAINING (INT4047)
Prerequisite : Pass all subjects for all semesters

The industrial training is included in the program as a means of providing students with a wide variety of real-world corporate administration experience in which will inculcate their employability competencies, and thus students will be able to determine a right career path after graduation.

INFORMATION TECHNOLOGY FOR BUSINESS (ITC2133)
Prerequisite : None

This course introduces the basics of personal computers in terms of hardware, software and its usage. It covers the component of computer hardware, such as input and output devices, system unit, secondary storage and communication media. It also covers the business application software such as word processor, spreadsheet, presentation software, Internet web browser, search engine, e-mail

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and messaging as well as internet technologies and current issues in Information Technology.

INTRODUCTION TO DATA ANALYTICS (ITC2263)
Prerequisite : None

Data Analytics is a discipline which focuses on new predictive modeling techniques coupled with rich analytical tools to handle big data. Data analytics are used to create actionable recommendations, as well as identify and manage opportunities where data-based decisions can be used to change the way people do business.

PRINCIPLES OF BUSINESS LAW (LAW2163)
Prerequisite : None

This course introduces the core elements of the principal areas of business law. The topics covered include Malaysian legal system, contract law, syariah law, sale of goods law, agency law, hire-purchase law, negotiable instruments, intellectual property and consumer protection.

CORPORATE LAW (LAW3163)
Prerequisite : LAW2163

This course exposes the principles of Malaysian corporate law and a thorough knowledge of the regulation of companies by law, including statutes and case laws. The topics covered include nature of registered companies and classification of companies, constitution of a company, corporate transactions, capital financing, meetings, members' resolutions and members' rights, corporate rescue schemes and liquidation, corporate governance, company secretary, auditors and insider dealing.

LAW AND PRACTICE OF MEETINGS (LAW3173)
Prerequisite : None

The course exposes the law, regulations and practices of meetings in general, the way meetings are convened, constituted and conducted. It covers definition of meeting, the nature of meetings, resolutions made at general meetings, essential elements for convening meetings, modes for conducting meetings, mechanics of a meeting and company meetings.

PRINCIPLES OF MANAGEMENT (MGT2323)
Prerequisite : None

This course covers the theoretical knowledge in management including concepts, processes, theories and practices of management for today's business world. It focuses on understanding the management functions, motivation, communication,

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group and team management, and change management at work place. It also covers digitization and other current issues that influence the practices of contemporary management.

ORGANISATIONAL BEHAVIOR (MGT2293)
Prerequisite : None

This course introduces the theoretical knowledge of organisational behavior. The course covers the three main influential factors of organisational behavior including the individual behavior, group behavior, and organisational system.

LEADERSHIP IN ORGANIZATIONS (MGT3333)
Prerequisite : None

This course enables students to understand the development of leadership styles to meet the challenges and opportunities of today's dynamic work environment. It equip students with the capabilities to effectively influence individuals and groups and encouraging moral work ethics in order to sustain harmonize work environment.

OPERATION MANAGEMENT (MGT3393)
Prerequisite : None

This course covers the knowledge of operation management and its application in business organisations. The topics include overview of operation management, product development, layout planning, job design, scheduling and work measurement, inventory management and Material Requirement Planning, and supply chain management.

MANAGING CHANGE (MGT3433)
Prerequisite : None

This course provides the knowledge of change management and its application in business organisations. The topics include the reasons for organisational change, the process involve in managing changes, and how leaders sustain changes in organisations.

STRATEGIC MANAGEMENT (MGT4343)
Prerequisite : None

This course provides the theoretical knowledge of strategic management and its appplication in real business organisations. The course covers environmental

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analysis, strategy formulation, strategy implementation, and organisational performance control and evaluation.

PRINCIPLES OF MARKETING (MKT2123)
Prerequisite : None

This course introduces the basic principles of marketing, practices, and the application of these practices. The topics cover marketing environment, buyer behavior, competitive positioning, market segmentation and target marketing, marketing of products and services, pricing, distribution and marketing communication, including advertising, public relations, direct marketing, social media, sales promotion and personal selling.

CORPORATE GOVERNANCE (CGE3013)
Prerequisite : None

This course introduces the theories, concepts and philosophies of business corporate governance and the applications of Malaysian Code on Corporate Governance 2021 (MCCG 2021) in governing the ethical issues within the business environments.

BOARDROOM DYNAMICS (CGE4033)
Prerequisite : CGE3013

This course provides understanding the dynamics of, and between, members of the board and how these factors contribute to an effective board and the sustainability of an organisation.

RISK GOVERNANCE (CGE4023)
Prerequisite : CGE3013

This course demonstrates the conceptual framework of risk governance and provides a comprehensive understanding of the structures, processes, and communication of the risk governance.

CORPORATE SECRETARYSHIP I (CSP3023)
Prerequisite : None

This course introduces practical insights into company secretarial requirements in Malaysia and provides a comprehensive understanding of the company law framework and key corporate governance provisions under the Companies Act 2016.

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CORPORATE SECRETARYSHIP II (CSP4013)
Prerequisite : CSP3023

This is a continuation to Corporate Secretaryship I (CSP3023). This course introduces practical insights on matters of corporate restructuring and dissolution.

STATISTICS FOR SOCIAL SCIENCES (STA2113)
Prerequisite : None

This course introduces necessary statistical concepts in developing analytical skills to solve analytical problems for decisions making. It complements other courses in the business disciplines offered by the programme.

Taxation I (TAX2063)
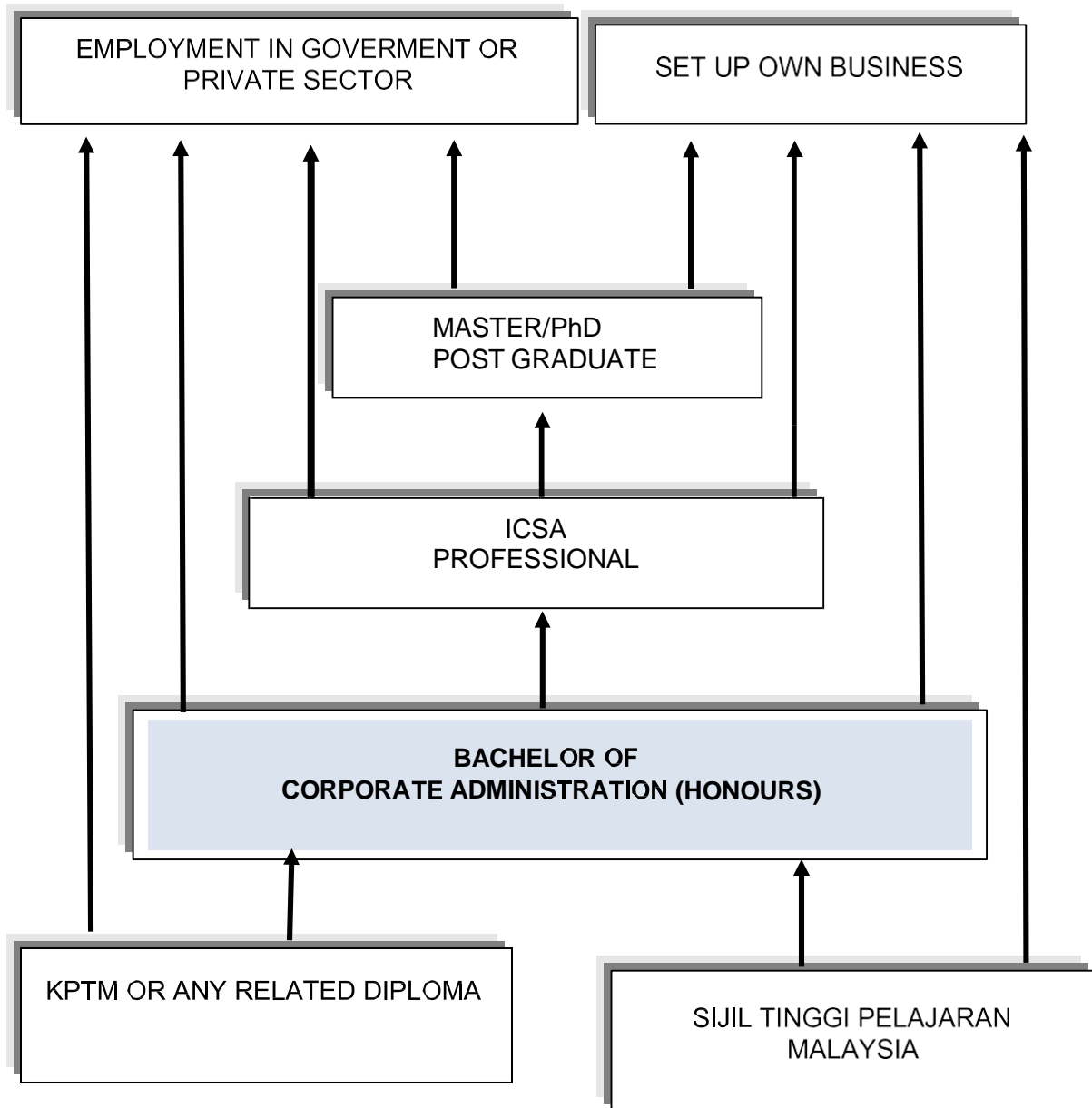## Prerequisite : None

This is an introductory course to taxation in Malaysia. It covers the basis of Malaysian taxation, resident status, capital allowance, as well as the computation of individual income tax payable.

Taxation II (TAX2073)
Prerequisite : TAX2063

The module serves to impart students a thorough knowledge of the current law relating to taxation and its practical application in providing information and advice to individuals and businesses on impact of the major taxes on financial decisions and situations.

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STUDY PATH
BACHELOR OF CORPORATE ADMINISTRATION (HONOURS)

EMPLOYMENT IN GOVERMENT OR PRIVATE SECTOR	SET UP OWN BUSINESS

MASTER/PhD
POST GRADUATE

ICSA
PROFESSIONAL

**BACHELOR OF
CORPORATE ADMINISTRATION (HONOURS)**

KPTM OR ANY RELATED DIPLOMA	SIJIL TINGGI PELAJARAN MALAYSIA

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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