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 Foundation of Commerce is a pre-university programme specifically designed to provide theoretical and practical foundations for knowledge and skills in various disciplines of study in business, accounting, information technology and communication.

The programme targets Sijil Pelajaran Malaysia (SPM) or equivalent graduates interested in pursuing a degree in business administration, accounting, management, communication, and business computing.

At the end of this programme, students will be able to explain concepts, theories, and principles in their area of study, source and process data using appropriate digital/technology applications, analyse and apply information to solve problems, and develop their skills for lifelong learning and communication in responsible ways.

PROGRAMME INFORMATION

1.	Programme Title	:	FOUNDATION IN COMMERCE
2.	Programme Code	:	FC001
3.	Duration	:	1 year (3 semesters)
4.	Total Credit Hours	:	51 credits
5.	Medium of Instruction	:	English

6. Entry Requirement Local Students :

A pass in SPM / SPMV with at least credit in any 5 subjects

OR

A pass in UEC with at least grade B in any 3 subjects

OR

A pass in O-Level with at least a grade of C in any subject; or • any equivalent approval

Entry Requirement International Students

PASS O-levels or obtain a minimum grade of C in 5 courses, including Mathematics and English from other educational institutions recognized by the Government of Malaysia

OR

Other qualifications from educational institutions certified by the Government of Malaysia

AND

Obtained a score of at least 450 in the Test of English as a Foreign Language (TOEFL)

OR

Obtained a score of 3.5 in the International English Language Test Systems (IELTS)

The validity period for TOEFL and IELTS is for 2 years from the date of approval

7. Programme Educational Objectives :

The specific programme educational objectives are for the students to be:

PEO1 :   to provide opportunities to pursue study in related disciplines and aspire continuous improvement in career and life through lifelong learning.

PEO2 :   to ensure graduates are able to acquire and apply knowledge and various skills in business environment

PEO3 :   to prepare graduates adapt to contemporary knowledge and skills in business to accommodate the process of change and its impact to the technological world.

PEO4 :   to ensure graduates are able to become knowledge workers with entrepreneurial qualities by applying academic experience to the actual working environment.

8.   Programme Outcomes   :

Upon completion, the Foundation in Commerce programme will produce graduates who are able to:

PLO1 :   Explain the theoretical concepts of business thought.

PLO2 :   Apply business principle to identify and solve problems.

PLO3 :   Conduct academic activities such as collect, analyze, organize, and process data/information to make conclusions individually or in group.

PLO4 :   Communicate effectively orally and in writing.

PLO5 :   use basic digital technology applications to seek and process data related to business environment, and

PLO6 :   Use relevant information to pursue lifelong learning independently.

9.   Awarding Body   :   Universiti Poly-Tech Malaysia

10. Programme Standards   :   MQA Guidelines of Curriculum: Foundation 2019
                                 Standard *Kursus Asas* (Foundation) 2014

PROGRAMME STRUCTURE

FOUNDATION IN COMMERCE (FC 001)

Year 1 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ENG1033	English I	Common Core	3	120	None	60%	40%
MAT1054	Mathematics	Common Core	4	160	None	50%	50%
ITC1093	Basic ICT	Common Core	4	160	None	60%	40%
GEN1012	Co-Curriculum	Common Core	2	80	None	50%	50%
MGT1494	Team Building & Leadership	Core	4	160	None	70%	30%
MGT1504	Introduction to Management	Core	4	160	None	70%	30%
	Total		**21**				

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
ENG1043	English II	Common Core	3	120	ENG1033	60%	40%
ELR1013	Thinking Skills	Common Core	3	120	None	60%	40%
ECO1264	Essential of Economics	Core	4	160	None	50%	50%
ACC1374	Introduction to Financial Accounting	Core	4	160	None	50%	50%
FIN1154	Introduction to Finance	Core	4	160	None	50%	
-	Elective I	Elective	4	160	None		
	Total		**21**				

Year 1 Semester 3

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MAC1104	Introduction to Cost and Management Accounting	Core	4	160	None	50%	50%
-	Elective II	Elective	4		None		
	Total		**8**				

List of Elective Courses

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MKT1204	Introduction to Marketing	Elective	4	160	None	50%	50%
ETR1084	Entrepreneurship	Elective	4	160	None	50%	50%
CMM1104	Introduction to Mass Media & Communication	Elective	4	160	None	60%	40%
GEN1024	Study Skill	Elective	4	160	None	70%	30%

COURSE INFORMATION

ENGLISH 1 (ENG 1033)

Prerequisite: None

This course aims to equip learners with listening and speaking skills in English. During the course, they will develop knowledge and skills in vocabulary, pronunciation and grammatically correct. The use of technology is encouraged throughout the course to reinforce learning and support independent study.

MATHEMATICS (MAT 1054)

Prerequisite: None

This course is designed to emphasis on basic concept of algebra, calculus and statistics. Topics covered are numbers, functions and polynomials, sequence and series, derivatives, integrals, data description and probability.

BASIC INFORMATION AND COMMUNICATION TECHNOLOGY (ITC 1094)

Prerequisite: None

This course aims to prepare students with sufficient up-to-date information and communication technology knowledge and skills that are consistent with current ICT trends. It covers IT literacy, information system, social informatics and network computing.

CO-CURRICULUM (GEN 1012)

Prerequisite: None

This course aims to generate students who are able to apply soft skills in terms of basic practical skills, communication, and life-long learning skills to promote a positive attitude and moral values. The course is implemented through students' involvement in faculty

courses in activities, practices, or tasks comprising sports and games, clubs and societies, as well as uniformed units.

TEAM BUILDING AND LEADERSHIP (MGT 1494)

Prerequisite: None

This course equips students with interpersonal and leadership skills when working in teams. It covers chapters about working in teams, team building, team performance, leading a team, and ethics in team working and leading.

INTRODUCTION TO MANAGEMENT (MGT 1504)

Prerequisite: None

This course covers the theoretical knowledge in management including management functions, motivation, communication, group and team management, and change management at the work place.

ENGLISH 2 (ENG 1043)

Prerequisite: ENGLISH 1 (ENG 1033)

This course aims to equip learners with reading and writing skills in English. During the course, students will develop knowledge in vocabulary, grammar, and writing. The use of technology is encouraged throughout the course to reinforce the learning and to support independent study.

INTRODUCTION TO FINANCIAL ACCOUNTING (ACC 1374)

Prerequisite: None

This course introduces basic knowledge and skills in accounting concepts, bookkeeping concepts and financial reporting procedures, which are applicable to business entities. Students will learn about the accounting equation, double entry system, journal and ledger, and preparing financial statements for financial reporting purposes.

THINKING SKILLS (ELR 1013)

Prerequisite: None

Critical thinking is the process by which we develop and support our beliefs and evaluate the strength of arguments made by others in real-life situations. It involves actively and skilfully applying, analysing, and evaluating information gathered from observation, experience, reflection, reasoning or communication as a guide to belief and action. This course encourages students to reflect on the processes of thinking, as well as developing and practising thinking skills.

ENTREPRENEURSHIP (ETR 1084)

Prerequisite: None

This course is designed to expose the students with the knowledge of entrepreneurship such as the evolution of entrepreneurship, the characteristics of successful entrepreneurs, creativity and innovation in entrepreneurship and the types of business venture. This subject will also provide students with the knowledge on different types of digital platforms for today's business.

ESSENTIAL OF ECONOMICS (ECO 1264)

Prerequisite: None

This course aims to provide students with an overview of economics. The course facilitates students with an understanding of basic economic concepts and disciplines. Students will be exposed to the core areas of economics. The course introduces students to market fluctuations which involve the behaviours of consumers and producers. It also introduces the production decision and the market structure theory.

INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING (AC 1104)

Prerequisite: None

This course provides students with knowledge and skills in cost and management accounting. It covers accounting for material, labour and overhead, presentation of incomes using appropriate systems, preparation of budgets, analysis of cost for Cost-Volume-Profit (CVP) and variance in an organisation.

INTRODUCTION TO MARKETING (MKT 1204)

Prerequisite: None

This course provides students with an understanding of marketing concepts, functions and roles in business organisations. It exposes students to product, pricing, distribution, promotion, marketing communication, and basic internet marketing.

INTRODUCTION TO MASS AND COMMUNICATION (CMM 1104)

Prerequisite: None

This course provides students with an overview of the types of communication, mass media and its evolution. Topics covered include the history of mass media, its roles, the trends in mass communication, advertising, and public relations.

STUDY SKILL (GEN 1024)

Prerequisite: None

This course emphasises on effective studying and learning strategies. This includes organizational skills, time management, prioritising, analysing, problem solving and self-discipline required to remain motivated in learning. These skills relate closely to the type of skills employers look for.

INTRODUCTION TO FINANCE (FIN 1154)
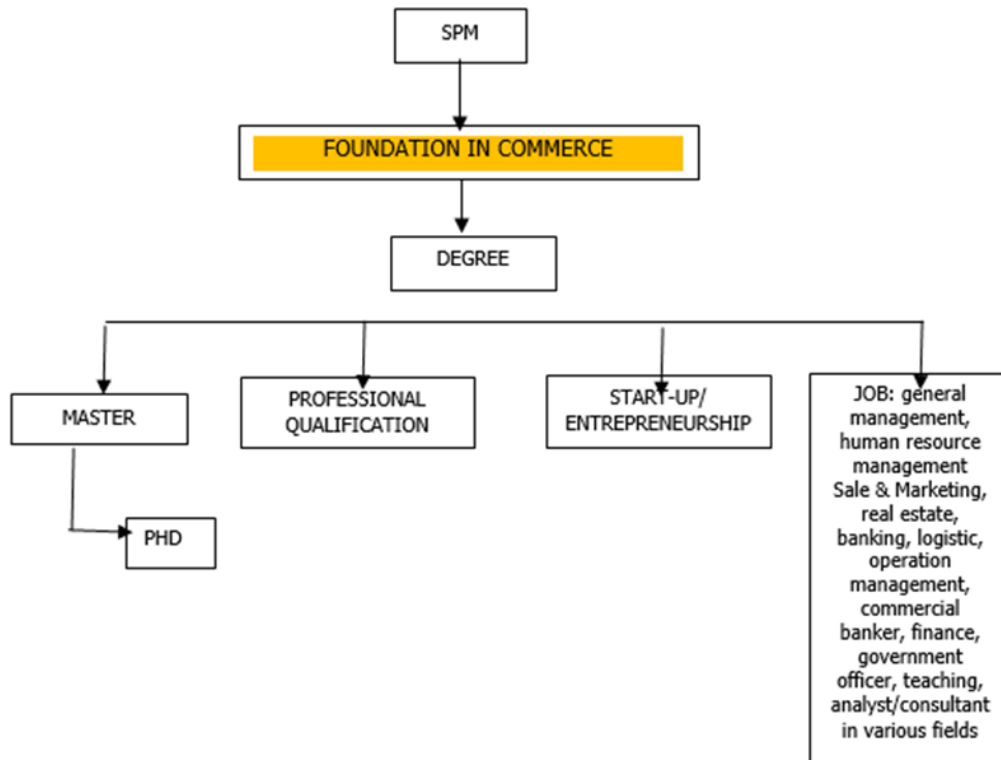
Prerequisite: None

This course prepares students with the concepts, roles, and principles of financial management in business organisations. Students will review the roles of financial markets, institutions and environment as well as performing basic analysis in regards to the time value of money, financial statements, working capital management and capital budgeting for business decision.

STUDY PATH
FOUNDATION IN COMMERCE (FC 001)

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│ MASTER │ │PROFESS-  │ │START-UP/ │ │              │ │ JOB: general     │
│        │ │IONAL     │ │ENTREPRE- │ │              │ │ management,      │
└───┬────┘ │QUALIFIC- │ │NEURSHIP  │ │              │ │ human resource   │
    │      │ATION     │ └──────────┘ │              │ │ management       │
    ▼      └──────────┘              │              │ │ Sale & Marketing,│
┌────────┐                          │              │ │ real estate,     │
│  PHD   │                          │              │ │ banking, logistic│
└────────┘                          │              │ │ operation        │
                                     │              │ │ management,      │
                                     │              │ │ commercial       │
                                     │              │ │ banker, finance, │
                                     │              │ │ government       │
                                     │              │ │ officer, teaching│
                                     │              │ │ analyst/consultant│
                                     │              │ │ in various fields│
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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