ABOUT UNIVERSITI POLY-TECH MALAYSIA

Universiti Poly-Tech Malaysia, also known as UPTM, is an institution of higher learning that 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.

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 VICE CHANCELLOR

I am honored to welcome you to the Universiti Poly-Tech Malaysia (UPTM), an esteemed academic institution based at the heart of the capital city of Malaysia. As the Vice-Chancellor 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,

Vice Chancellor
University Poly-Tech Malaysia

INTRODUCTION

The Bachelor of Business Administration (Honours) Human Resource Management is a home-grown program specifically designed to deliver a suitable level of theoretical and practical understanding in human resource management that is useful in the workplace. Its first intake was in July 2015 and has achieved provisional accreditation in August 2015 from the Malaysian Qualifications Agency (MQA) formerly known as Lembaga Akreditasi Negara, and Full accreditation in November 2017.

This programme consists of various structures and covers different aspects such as human resource management, recruitment and selection, occupational safety and health, training and development, compensation, performance management, employment law, industrial relations, human resource information system, current issues in human resource, strategic management, organisational behavior, business ethics, research methodology, economics, principles of marketing, international business and few other related courses. Students also will be trained to generate ideas and fulfil the community needs in entrepreneurship.

Graduates can also further their study at Master level which is useful for pursuing a managerial career that is not only limited in public or private industry but also in other areas, as well as allow them to follow their own professional interest.

PROGRAMME INFORMATION

1.	Programme Title	:	Bachelor of Business Administration (Honours) Human Resource Management
2.	Programme Code	:	AB201
3.	Duration	:	3 Years (9 Semester)
4.	Total Credit Hours	:	120 credits
5.	Medium of Instruction	:	English
6.	Entry Requirement	:	A pass in Sijil Tinggi Persekolahan Malaysia (STPM) with at least Grade C (GP 2.00) in any TWO (2) subjects and a pass in Mathematics and English in SPM or its equivalent;
			OR
			A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Jayyid and a pass in Mathematics and English in SPM or its equivalent;
			OR
			Matriculation or Foundation with at least CGPA of 2.00;
			OR
			A Diploma (Level 4, MQF) with at least CGPA of 2.00;
			OR
			An Advanced Diploma (Level 5, MQF) with at least CGPA of 2.00;
			OR
			A Diploma Kemahiran Malaysia (DKM)/ Diploma Vokasional Malaysia (DVM) subjected to HEP Senate/ Academic Board's approval;
			OR
			A Diploma Lanjutan Kemahiran Malaysia (DLKM) subjected to HEP Senate/ Academic Board's approval;
			OR
			Other equivalent qualifications recognised by the Malaysian Government.
			OR

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			For International students, a minimum TOEFL score 550 or IELTS score Band 5.5 or its equivalents.
			Note: The requirement for Mathematics and English proficiency at the SPM level for the candidate (i), (ii), (iii) and (iv) may be exempted if the qualification contains Mathematics and English subjects and achievement is equivalent / more than the requirement of passing the subjects at the SPM level.
7.	Programme Educational Objectives	:	The Bachelor of Business Administration (Honours) Human Resource Management programme aims to produce human resource personnel who are:
	The programme educational objectives are to produce graduate teachers who are:		
	PEO1 :	knowledgeable and technically competent in the field of Business and Human Resource in line with industry requirements.	
	PEO2 :	effective in communication, perform well as a team work and demonstrate good leadership credibility in an organisation.	
	PEO3 :	capable of solving problems effectively and ethically; using numerical and technical skills through feasible approaches.	
	PEO4 :	able to demonstrate entrepreneurial skills and recognise the importance of continuous learning as well as using media and technology for successful career development.	
8.	Programme Outcomes	:	Upon completion, the Bachelor of Business Administration (Honours) Human Resource Management programme will produce graduates who should be able to:
	Upon the completion of the program, graduates should be able to:		
	PLO1 :	demonstrate a systematic and comprehensive knowledge and skills relevant to business environment and human resource management	
	PLO2 :	demonstrate analytical and critical thinking in problem solving using rational judgement in business and human resource activities	
	PLO3 :	demonstrate good management and practical skills in dealing with business and human resource management issues.	
	PLO4 :	display good interpersonal skills to enhance individual and team effectiveness	

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	PLO5 :	communicate effectively through oral and written communication skills with stakeholder or organization members		
	PLO6 :	use a broad range of information, media and technology applications in completing tasks.		
	PLO7 :	apply numeracy skills in analysing business data and performing human resource functions.		
	PLO8 :	Resolve issues collaboratively with a significant degree of personal responsibility and autonomy.		
	PLO9 :	apply personal abilities and possibilities for career enhancement.		
	PLO10 :	develop personal attributes that enable best use of entrepreneurial opportunities.		
	PLO11 :	recognize and apply ethical principles in personal, professional and social perspectives.		
9.	Awarding Body	:	Universiti Poly-Tech Malaysia	
10.	Programme Standards	:	Program Standard Business Studies 2nd Ed 16.8.2021	

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PROGRAMME STRUCTURE

BACHELOR OF BUSINESS ADMINISTRATION (*HONOURS*) HUMAN RESOURCE MANAGEMENT (AB201)

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%
MKT2123	Principles of Marketing	Common Core	3	120	None	70%	30%
ECO2153	Economics	Common Core	3	120	None	60%	40%
ENW3113	English for Business	Common Core	3	120	None	60%	40%
MPU3182	Penghayatan Etika dan Peradaban (Local Only)	Compulsory	2	80	None	70%	30%
MPU3142	Bahasa Melayu Komunikasi 2 (International Student)	Compulsory	2	80	None	60%	40%
	Total		**17**				

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	**Final Assessment**
BUS2223	Business Ethics	Common Core	3	120	None	60%	40%
ACC2183	Introduction to Financial and Management Accounting	Common Core	3	120	None	50%	50%
MGT3393	Operation Management	Common Core	3	120	None	60%	40%

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HRM2133	Human Resource Management	Common Core	3	120	None	60%	40%
ITC2263	Introduction to Data Analytic	Common Core	3	120	None	70%	30%
MPU3192	Falsafah dan Isu Semasa	Compulsory	2	80	None	70%	30%
	Total		**17**				

Year 1 Semester 3

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
HRM3143	Recruitment and Selection	Specialization	3	120	HRM2133	60%	40%
MGT2293	Organisational Behaviour	Common Core	3	120	None	50%	50%
MPU3332	Pengajian Islam 3	Compulsory	2	80	None	70%	30%
	Total		8				

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	Statistical for Social Science	Common Core	3	120	None	60%	40%
ETR4013	Creativity and Innovation in Entrepreneurship	Discipline Core	3	120	None	60%	40%
MGT4413	Supply Chain Management	Discipline Core	3	120	None	60%	40%
HRM3153	Training and Development	Specialization	3	120	None	80%	20%
LAW3143	Employment Law	Specialization	3	120	None	60%	40%
	Total		18				

Year 2 Semester 2:

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COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
BUS2233	International Business and Entrepreneurship	Common Core	3	120	None	70%	30%
MGT3333	Leadership	Discipline Core	3	120	None	60%	40%
ITC2223	E-Commerce	Discipline Core	3	120	None	50%	50%
HRM3173	Occupational Safety and health	Specialization	3	120	None	60%	40%
HRM3183	Performance Management	Specialization	3	120	None	60%	40%
HRM4193	Compensation and Benefits	Specialization	3	120	HRM2133	60%	40%
	Total		18				

Year 2 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MGT4353	Risk Management	Discipline Core	3	120	None	50%	50%
MGT3433	Managing Change	Discipline Core	3	120	None	60%	40%
MPU3422	Khidmat Masyarakat 2	Compulsory	2	80	None	90%	10%
	Total		8				

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Year 3 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
BUS3243	Research Methodology	Discipline Core	3	120	None	60%	40%
ETR4023	Technology Entrepreneurship	Discipline Core	3	120	None	60%	40%
HRM4203	Industrial Relation	Specialization	3	120	HRM2133	60%	40%
HRM4213	Issues in HRM	Specialization	3	120	HRM2133	70%	30%
MGT3383	Quality Management	Discipline Core	3	120	None	50%	50%
	Total		**15**				

Year 3 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
BUS4277	Project Management in HRM	Discipline Core	7	280	None	60%	40%
MGT4343	Strategic Management	Common Core	3	120	None	50%	50%
BUS4253	international Business Management	Discipline Core	3	120	None	70%	30%
	Total		**13**				

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Year 3 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
HRM4233	International Human Resource Management	Specialization	3	120	None	60%	40%
HRM4223	Human Resource Information System	Specialization	3	120	None	60%	40%
	Total		6				

List of Elective Courses

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COURSE INFORMATION

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

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 components of computer hardware, such as input and output devices, system units, 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 and messaging as well as internet technologies and current issues in Information Technology.

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.

Economics (ECO2153)
Prerequisite: None

This course exposes the fundamentals of microeconomics and macroeconomics concepts of economic analysis and reasoning. It covers basic economic theory, economic systems, market structures, price and output determination, national income accounting, unemployment and inflation, international trade, money and financial institutions.

English For Business (ENW3113)
Prerequisite : None

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This course emphasizes 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 settings.

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.

Introduction to Financial and Management Accounting (ACC2183)
Prerequisite : None

This course introduces both areas of financial and management accounting. Financial accounting is concerned with recording financial data of an organization, in order to exhibit the exact position of the business as well as analysis of cash flows statements. Management accounting deals with identifying, measuring, analysing and communicating financial information for management decision making purposes.

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 and service design, managing quality in both manufacturing and service operations, layout planning, wok design and measurements, inventory management and Material Requirement Planning, and supply chain management.

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 organizations globally.

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.

Recruitment and Selection (HRM3143)
Prerequisite: None

This course covers the HR process as a whole and the staffing process in particular, and their interrelation to the overall organization strategy. It also covers the process practiced in order to acquire, deploy and retain a workforce of adequate quantity and required competencies, to achieve the overall organizational objectives.

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.

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 required in analysing the firm's 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.

Statistic for Social Sciences (STA2113)
Prerequisite: None

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

Creativity and Innovation in Entrepreneurship (ETR4013)
Prerequisite : None

This course requires students to recognize a suitable community and identify possible activities that can be carried out with the community in entrepreneurship. The students will be trained to generate ideas and fulfil the community needs in entrepreneurship.

Supply Chain Management (MGT4413)
Prerequisite : None

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This course provides the knowledge of supply chain management and its application in a real business organisation. The topics include the understanding of supply chain, supply chain drivers and metrics, distribution network design, supply chain network design, coordination in the supply chain, information technology in the supply chain, supply relationship management, and sustainability in the supply chain.

Training and Development (HRM3153)
Prerequisite: None

This course covers the important aspects of training and development in an organisation. Topics covered are analysis, design, development, implementation, evaluation of the training program and current related issues. The usage of various new technologies in the training process is also discussed.

Employment Law (LAW3143)
Prerequisite: None

This course exposes the laws and regulations of employment law in Malaysia. The topics covered include Malaysian legal system, law and practice relating to contract of employment, payment of wages, employment of women, working hours and leave, foreign employee, employment legislation, Human Resource Development Act 2001, social security laws, law on occupational safety and health, termination of contract, disciplinary procedures and unfair dismissal.

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.

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 equips students with the capabilities to effectively lead individuals and groups. The topics covered are the major approaches, traits and behaviors of leadership, power, politics and influence, change and conflict management, and world-class leadership practices.

E-Commerce (ITC2223)
Prerequisite : None

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This course covers the role of e-commerce and its related issues in classification, business models, infrastructure, security and payment. This subject also gives exposure to how to participate in e-commerce transactions and ability to create an e-commerce website using appropriate tools.

Occupational Safety and Health (HRM3173)
Prerequisite: None

This course covers occupational safety and health (OSH) management principles. It concerns protecting employee's safety, health and welfare as well as fostering a safe and healthy work environment.

Performance Management (HRM3183)
Prerequisite: None

The course covers performance appraisal and performance management and how they are implemented in organization. It also covers how to measure behaviour, to gather performance information, to identify employee development activities, and to manage team performance.

Compensation and Benefits (HRM4193)
Prerequisite: None

This course covers the theories, concepts and application of compensation and benefits practices in an organisation.

Risk Management (MGT4353)
Prerequisite : None

This course covers the theoretical knowledge of risk management in organization. Topics included are introduction to risk management, Enterprise Risk Management, risk assessment and analysis, risk responses, insurance and risk transfer, corporate governance and risk, risk assurance and reporting, and surviving shocks and disruptions.

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 involved in managing changes, and how leaders sustain changes in organisations.

Research Methodology (BUS3243)
Prerequisite: None

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

Technology Entrepreneurship (ETR 4023)
Prerequisite: None

This course introduces the fundamental knowledge of technology in entrepreneurship context. In addition, students will be exposed with the innovation and commercialization of business ideas for business competitive advantage. Furthermore, this course also provides students with responses towards the market changes for the business sustainability.

Issues in Human Resource Management (HRM4213)
Prerequisite: None

The course covers current human resource management (HRM) and employee relations issues and functions that affect HR practitioners. It emphasizes the complexity and rapidly changing nature of these disciplines.

Issues in Human Resource Management (HRM4213)
Prerequisite: None

The course covers current human resource management (HRM) and employee relations issues and functions that affect HR practitioners. It emphasizes the complexity and rapidly changing nature of these disciplines.

QUALITY MANAGEMENT (MGT3383)
Prerequisite: None

This course provides the knowledge of quality management and its application in real organisations. The course includes the basics of quality, quality culture, training for quality, quality standard, total quality tools, optimizing and controlling process of quality, continual improvement of quality, and implementing and sustaining quality.

Project Management in HRM (BUS4277)
Prerequisite: None

This course develops students competencies and skills for planning and managing projects appropriate in a human resources field. It equipped students with competencies and skills on good communication and used of human resources

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management tools, as well as techniques that enhance students ability to deliver successful projects.

Strategic Management (MGT4343)
Prerequisite : None

This course provides the theoretical knowledge of strategic management and its application in real business organisations. The course covers environmental analysis, strategy formulation, strategy implementation, and organisational performance control and evaluation.

International Business Management (BUS4253)
Prerequisite: None

This course enables students to understand the challenges and trends facing global business leaders today.It equips students with skills to solve uncertain and dynamic global business contexts and effectively respond to the international business environment changes. Students are also able to be sensitive and inclusive on the unexpected situations and ambiguities practices occurred in international business.

International Human Resource Management (HRM4233)
**Prerequisite: None**

This course covers a set of activities targeting human resource (HR) management at international level. It comprises typical HRM functions such as recruitment, selection, training and development, performance and dismissal at international level. It also covers global skills management and expatriate management.

Human Resource Information System (HRM4223)
Prerequisite: None

This course covers the basics of human resource information systems (HRIS) in terms of basic database concept, analysis, system execution and implementation in managing the human resource administration.

STUDY PATH

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) HUMAN RESOURCE MANAGEMENT (AB201)
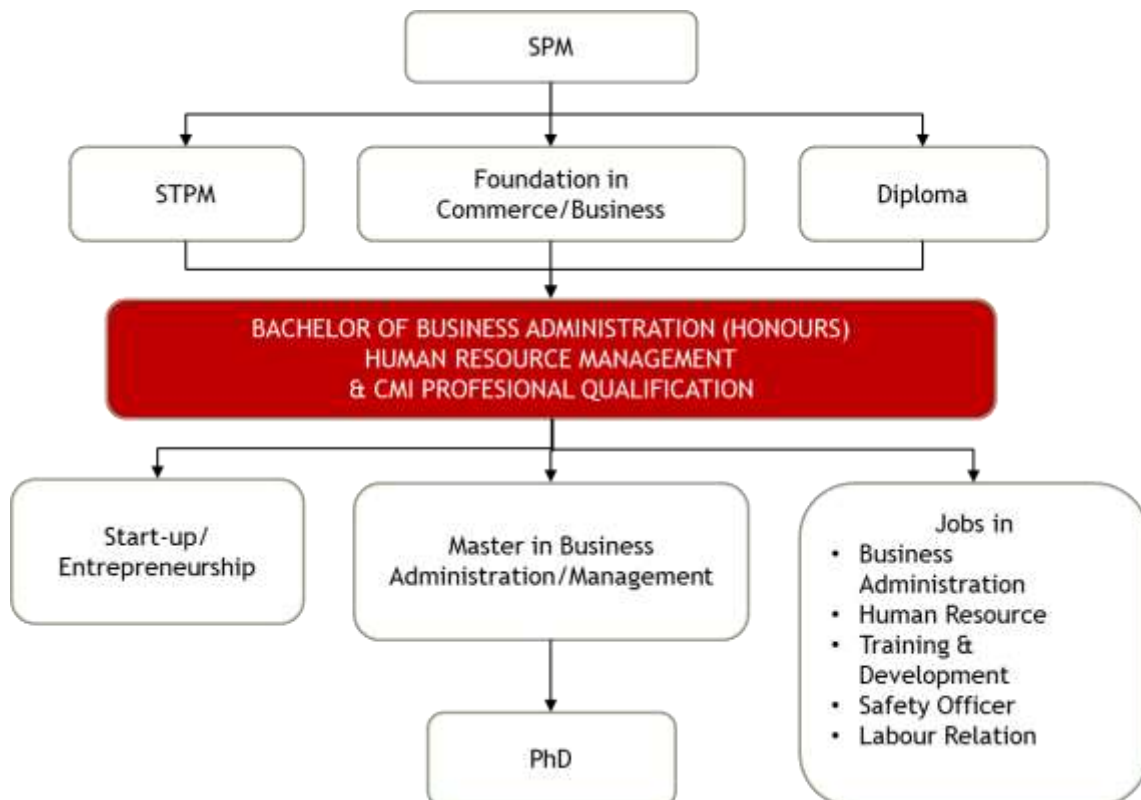
CAREER PROSPECT

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) HUMAN RESOURCE MANAGEMENT (AB201)

- Human resources officer
- Office manager
- Business adviser
- Training and development officer
- Civil Service Fast Streamer
- Equality, diversity and inclusion officer
- Health service manager
- Life coach
- Management consultant
- Academician

- Trade union research office
- Occupational psychologist
- Arbitrator
- Careers adviser
- Talent agent
- Sales executive
- Recruitment consultant
- Operational researcher
- Mediator

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

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