

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.

TABLE OF CONTENT

INTRODUCTION	5
PROGRAMME INFORMATION	6
PROGRAMME STRUCTURE	8
COURSE INFORMATION	11
STUDY PATH	15
ACADEMIC PLANNER	16
ACADEMIC REGULATIONS	17

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 in Information Technology programme is tailored to provide students with a direct route into related degree programmes such as Information Technology, Information System, Computer Science and Software Engineering. The core modules integrated in the programme shall equip the students with strong theoretical foundation to fully prepare them for their degree journey. The programme is structure in ways that map explicitly with modern technology and in line with the industry. The programme aims to give students the skills to study specialist technology topics later in their degree programme. In addition to that, the programme also aims to strengthen English proficiency among its students with its comprehensive English modules. Graduates can also further their study at degree level in local higher institutions in related fields.

PROGRAMME INFORMATION

1. Programme Title : Foundation in Information Technology
2. Programme Code : FT001
3. Duration : 1 Year
4. Total Credit Hours : 51 credit hours
5. Medium of Instruction : National language and English
6. Entry Requirement : The eligibility to enter the Foundation Course is:
 - i. Pass SPM/ SPMV with at least honors in 5 subjects;
 - OR
 - ii. Pass UEC with at least a B grade in 3 subjects;
 - OR
 - iii. Pass O-Level with at least grade C in 5 subjects;
 - OR
 - iv. Other recognized equivalent qualifications.Entry eligibility for Foundation Courses that have areas of specialization, for example medicine, engineering and accounting students need additional subject credits (for example Mathematics, Additional Mathematics and Science) at the SPM/SPMV/O-Level level or recognized equivalent subject to requirements of the field offered.
7. Programme Educational Objectives :

Foundation in Information Technology programme aims to:

- PEO1 : Students have essential knowledge with appropriate technical and numeracy skills to solve simple problems in computing.
- PEO2 : Students have the supervisory ability, and good interpersonal and communication skills to interact in a work environment.
- PEO3 : Students have a commitment to lifelong learning and an entrepreneurial mindset for self and career development.

PEO4 : Students who are committed to ethical conduct and professional practices in the organization and society.

8. Programme Outcomes :

Upon completion, the Foundation in Information Technology programme will produce students who are able to:

PLO1 : Utilise facts to describe and discuss concepts, principles, and processes in Information Technology (IT) field.
(Cluster 1 - Knowledge and Understanding)

PLO2 : Apply fundamental principles in Information Technology (IT) field to identify and solve problems.
(Cluster 2 - Cognitive Skills)

PLO3 : Conduct academic activities such as collect, analyse, organise, and process data/information to make conclusions individually or in groups.
(Cluster 3A,3B,3E,3F - Practical Skills, Interpersonal Skills, Numeracy Skills and Leadership, Autonomy & Responsibility)

PLO4 : Communicate effectively orally and in writing.
(Cluster 3C - Communication Skills)

PLO5 : Utilise basic digital technology applications to seek and process data related to Information Technology (IT) field.
(Cluster 3D - Digital Skills)

PLO6 : Search, interpret, and use relevant information to pursue lifelong learning independently.
(Cluster 4A,4B,5 - Personal Skills, Entrepreneurial Skills and Ethics & Professionalism)

9. Awarding Body : Universiti Poly-Tech Malaysia

10. Programme Standards : Standard Kursus Asas (Foundation) 2014; Guideline of Curriculum: Foundation (GCF), 2019.

PROGRAMME STRUCTURE

FOUNDATION IN INFORMATION TECHNOLOGY (FT001)

Year 1 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
EGN1033	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	30
GEN1012	Co-Curriculum	Common Core	2	80	None	50	50
MMC1014	Fundamentals of Multimedia	Core	4	160	None	50	50
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
EGN1043	English II	Common Core	3	120	English 1 (ENG1033)	60	40
ELR1013	Thinking Skills	Common Core	3	120	None	60	40

ECO1264	Essential of Economics	Core	4	160	None	50	50
ITC1034	Introduction to Database	Core	4	160	None	50	50
NWC1014	Basic Networking	Core	4	160	None	50	50
-	Option I	Optional	4				
	Total		22				

Year 1 Semester 3:

COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
-	Option II	Optional	4				
-	Option III	Optional	4				
	Total		8				
	GRAND TOTAL		51				

List of Elective Courses:

OPTIONAL (CHOOSE ANY THREE)							
COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
						Course Work	Final Assessment
MKT1204	Introduction to Marketing	Optional	4	160	None	50	50
SWC1304	Introduction to Programming	Optional	4	160	None	50	50
NWC1034	Information System Security	Optional	4	160	None	50	50
GEN1024	Study Skill	Optional	4	160	None	70	30
ITC1104	Introduction to E-Commerce	Optional	4	160	None	50	50
CMM1104	Introduction to Mass Media and Communication	Optional	4	160	None	60	40

COURSE INFORMATION

Introduction to Database (ITC1034)

Prerequisite : None

This course introduces fundamental knowledge on how database concepts are used. It covers an introductory study of database theory, design and implementation.

Fundamentals of Multimedia (MMC1014)

Prerequisite : None

This course introduces the essential concepts in multimedia application development. It includes creating and integrating media elements such as audio, video, animation, text and graphics as well as data storage by choosing appropriate platform delivery.

Mathematics (MAT1054)

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.

English 1 (ENG1033)

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.

Basic Information and Communication Technology (ICT) (ITC1094)

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.

English 2 (ENG1043)**Prerequisite : English 1 (ENG1033)**

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 Programming (SWC1304)**Prerequisite : None**

The course is designed to develop students' skill in problem solving through designing and developing computer program. Topics covered are problem solving techniques, introduction to structured programming, basic algorithm design for problem solving and modular programming approach.

Thinking Skills (ELR1013)**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.

Co-Curriculum (GEN1012)**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

Introduction to Management (MGT1504)**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.

Essentials of Economics (ECO1264)**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 Marketing (MKT1204)**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.

Basic Networking (NWC1014)**Prerequisite : None**

This course introduces the computer networking in daily life, small office and home office. The principles and concepts of the computer networking is demonstrated to provide foundation of the network architecture understanding.

Information System Security (NWC1034)**Prerequisite : None**

This course introduces the concepts and issues in securing information systems which include threats, vulnerabilities, controls and countermeasures in organization.

Introduction to E-Commerce (ITC1104)**Prerequisite : None**

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

Study Skill (GEN1024)**Prerequisite : None**

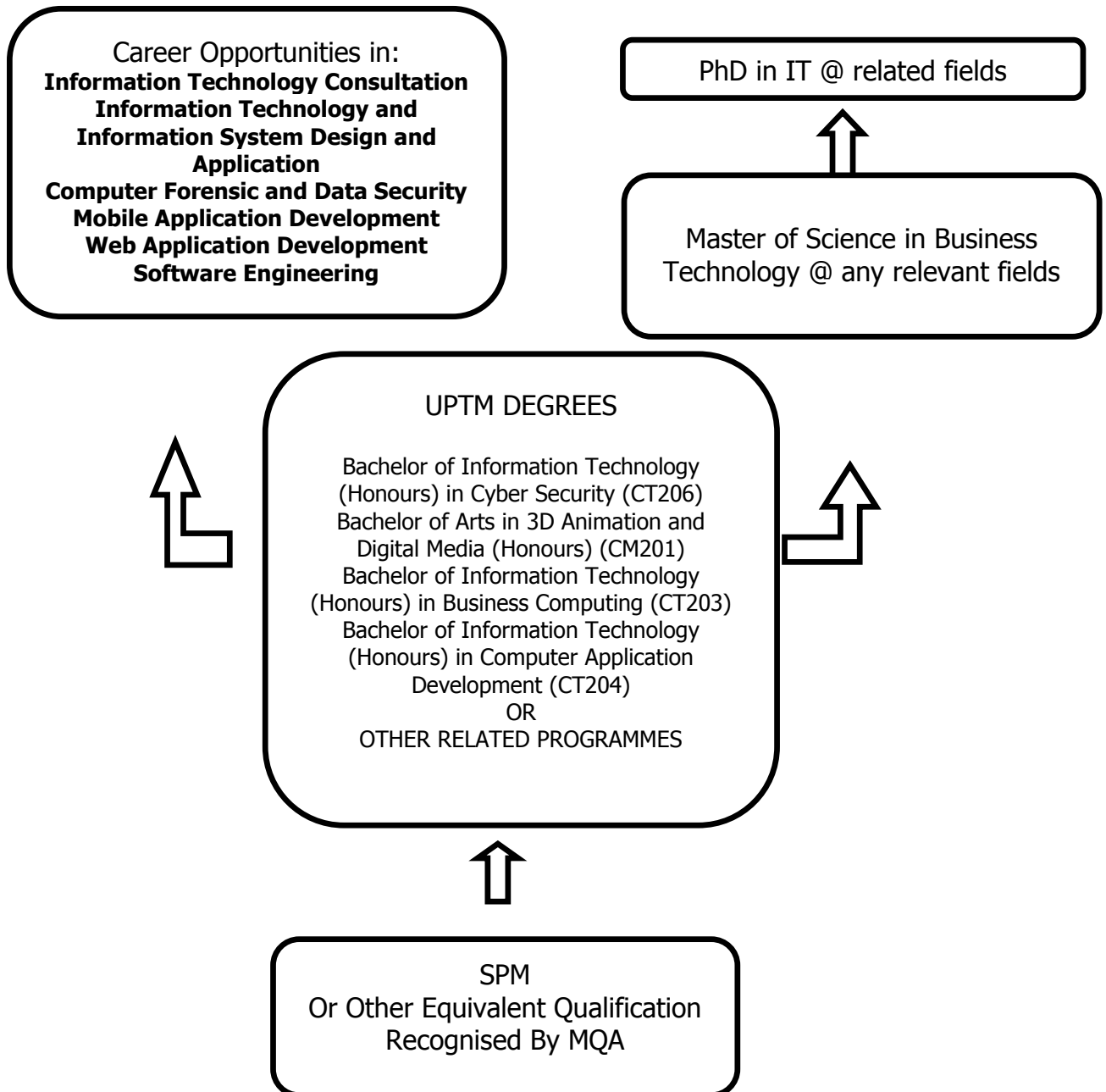
This course emphasises on effective studying and learning strategies. This includes organizational skills, time management, prioritising, analysing, problem solving and self-discipline required to remain motivated in learning. These skills relate closely to the type of skills employers look for.

Introduction to Mass Media and Communication (CMM1104)**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 PATH

FOUNDATION IN INFORMATION TECHNOLOGY (FT001)



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