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

Trustworthy● 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 Universiti 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 ACCA is the largest and fastest-growing professional accounting body. It aims to offer first-choice qualifications to people of application, ability, and ambition around the world who seek a rewarding career in accountancy, finance, and management.

The ACCA Foundation in Accountancy (ACCA FIA) is a course for those looking to pursue a career in the accounting and finance profession as well as aspiring graduates desiring to further their careers in the field of accountancy by obtaining a qualification awarded by ACCA, a globally recognised professional accountancy body. The ACCA FIA course covers a range of subjects that form the core competencies required to pursue a professional qualification in this industry. It has been specifically designed to enable students to earn multiple diplomas and certificates as they progress and complete the required examinations.

ACCA FIA is the fastest and most efficient pathway to achieving a world-class ACCA qualification that is recognised around the globe and is designed for SPM graduates. ACCA FIA graduates progressing to the ACCA qualification are granted exemptions from the Applied Knowledge Module (3 papers) and thus start directly at the Applied Skills level (6 papers).

Any enquiries pertaining to ACCA enrolment and studies, students may reach ACCA *Connect's* through this link https://forms.accaglobal.com/contact-us.

The contact details for ACCA Connect are as follows:

ACCA Connect

110 Queen Street

Glasgow G1 3BX

United Kingdom

T:+44(0)141 582 2000

PROGRAMME INFORMATION

1.	Programme Title	:	ACCA Foundation in Accountancy (ACCA FIA)
2.	Programme Code	:	AA002
3.	Duration	:	1 year (Maximum: 2 years)
4.	Total Credit Hours	:	50
5.	Medium of Instruction	:	English
6.	Entry Requirement	:	Pass SPM or its equivalent with FIVE (5) credits (grade C and above, in 5 separate subjects, including English and Mathematics)
7.	Programme Educational Objectives	:	The central aim of the course is to provide accounting knowledge, skills and professional values, which will deliver finance professionals who are capable of building successful careers across all sectors, practising in accounting firms, or pursuing a career in business.

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

PEO1: Knowledgeable and technically competent in the field of accountancy in line with industry requirement locally and globally.

PEO2: Effective in communication perform well as team player and demonstrate good leadership qualities in an organisation.

PEO3: Capable to solve problems related to the field of accountancy, creatively, innovatively, ethically, using numerical and technical skills, and through sustainable approach

PEO4: Able to demonstrate entrepreneurship 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 :

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

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PLO1:   demonstrate an excellent understanding of theories and techniques used by professional accountants and financial managers

PLO2:   apply technical and problem-solving skills in the wide variety of accounting and business-related matters,

PLO3:   practice the analytical skills, theoretical knowledge and management techniques required in a wide variety of accounting and business-related careers,

PLO4:   show interpersonal and social skills

PLO5:   implement the acquired knowledge through effective communication, excellent leadership, and teamwork

PLO6:   ability to use a broad range of information, media and technology applications

PLO7:   apply high level financial techniques to business decision-making problems at both operational and strategic environment level

PLO8:   capable to work with considerable autonomy and minimal supervision

PLO9:   express effective self-management through efficient use of time and personal commitments

PLO10: build managerial and basic entrepreneurial skills

PLO11: demonstrate set of professional values and behave within an ethical framework, showing responsibility to stakeholders through operating within an effective system of governance, internal control and risk management

9. Awarding Body   :   Association of Chartered Certified Accountants (ACCA)

10. Programme Standards   :   Association of Chartered Certified Accountants (ACCA)

PROGRAMME STRUCTURE

ACCA Foundation in Accountancy (ACCA FIA) (AA002)

Year 1 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	**Final Assessment**
FA1	Recording Financial Transactions	Major	6	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
MA1	Management Information	Major	6		100%
FA2	Maintaining Financial Records	Major	6		100%
MA2	Managing Costs and Finance	Major	6		100%
GEN005	Study Skills for Professional Programme	Compulsory	3	Based on the current syllabus	
	Total		**27**		

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	**Final Assessment**
FBT	Business and Technology	Major	7	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
FFA	Financial Accounting	Major	7		100%
FMA	Management in Accounting	Major	7		100%
COM003	Public Speaking	Compulsory	2	Based on the current syllabus	
FIP	Foundations in Professionalism	Compulsory	0		
	Total		**23**		

COURSE INFORMATION

Recording Financial Transactions (FA1)

FA1 is designed to introduce you to basic accounting systems and the types of documentation that you will encounter in the workplace. It will help you develop knowledge and understanding of the operational aspects of maintaining accounting records, procedures to learn and show you how to record these transactions in the books of prime entry, including accounting for cash, such as petty cash transactions. The syllabus also includes an introduction to the principles of double entry and understanding how a computerised and a manual accounting system work.

Management Information (MA1)

MA1 is designed to give you the knowledge of basic cost information required for management accounting. It will help you develop knowledge and ability to recognise, collect and record basic cost and revenue information for planning and control, including introduction to full absorption cost and marginal cost, such as using and applying of spreadsheets in costing.

Maintaining Financial Records (FA2)

FA2 is designed to introduce you to the fundamental principles of accounting. It will help you to develop knowledge and understanding of the techniques used to maintain accounting records. The exam shows you how to account for fixed assets to produce control accounts and reconciliations, and enable you to extract and correct an initial trial balance and account for sole traders and partnerships.

Managing Costs and Finance (MA2)

MA2 is designed to develop the knowledge and understanding of the principles and techniques used in recording, analysing and reporting costs and revenues for internal management purposes. It will show you how to develop applicable costs concepts in making short-term decisions and explain how to measurement performance using spreadsheets.

Business and Technology (FBT)

FBT is designed to help you understand business in the context of its environment, including economic, legal, and regulatory influences on such aspects as governance, employment, health and safety, data protection and security. The syllabus also covers certain aspects of the regulatory framework as they affect accounting, auditing and corporate governance, examining the roles of internal and external auditors and introducing the importance of accounting and information systems and of internal controls. The syllabus also introduces key management and people issues such as individual and team behaviour, leadership, motivation and personal effectiveness. Finally, the syllabus covers ethics and professionalism in business and accountancy, including corporate codes of ethics and conflict resolution.

Financial Accounting (FFA)

FFA is designed to help you develop knowledge and understanding of the underlying principles and concepts relating to financial accounting. The exam will allow you to demonstrate technical proficiency in the use of double-entry techniques, including the preparation and interpretation of basic financial statements for sole traders, partnerships, companies and simple groups of companies.

Management Accounting (FMA)

FMA is designed to help you develop knowledge and ability to apply appropriate management accounting concepts and techniques for decision making; planning, control and decision making, including forecasting techniques and the preparation of budgets and standard costs.
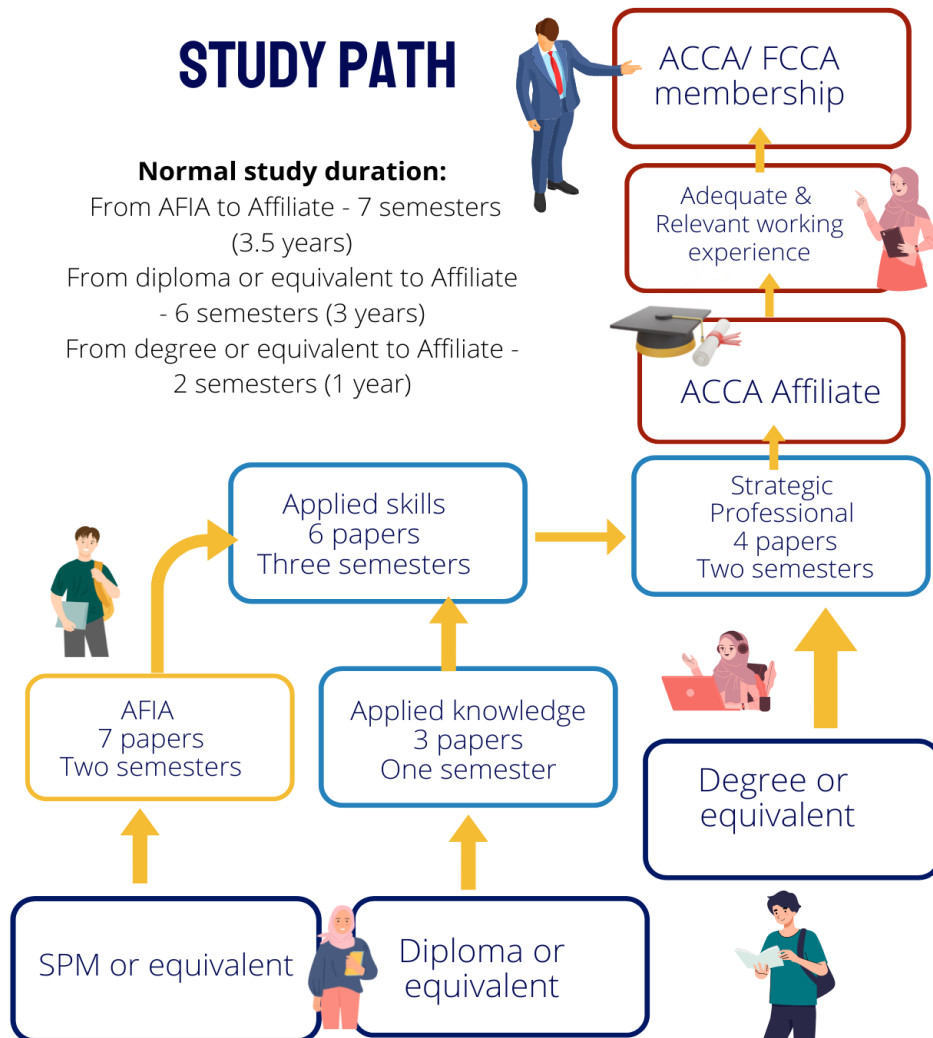
Foundations in Professionalism (FiP)

Foundations in Professionalism (FiP) is a must-attempted online assessment designed by ACCA to qualify students for ACCA FIA qualification. FiP aims to enhance students' awareness of professionalism and ethics to be a good accountant. FiP Offer a series of self-tests for students to complete, followed by an end of module test.

Modules covered by FiP are Introduction, Professionalism, Law and regulation, Professional ethics, Personal effectiveness at work, Personal values, Case Study, Objective test.

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STUDY PATH

ACCA Foundation in Accountancy (ACCA FIA) (AA002)

STUDY PATH

Normal study duration:
From AFIA to Affiliate - 7 semesters
(3.5 years)
From diploma or equivalent to Affiliate
- 6 semesters (3 years)
From degree or equivalent to Affiliate -
2 semesters (1 year)

ACCA/ FCCA membership

Adequate & Relevant working experience

ACCA Affiliate

Applied skills
6 papers
Three semesters

Strategic Professional
4 papers
Two semesters

AFIA
7 papers
Two semesters

Applied knowledge
3 papers
One semester

Degree or equivalent

SPM or equivalent

Diploma or equivalent

Here are jobs students could expect to get with the ACCA qualification: -

- Accountants
- Budget analysts
- Financial analysts
- Tax examiners & preparers
- Auditors
- Treasurers

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ACADEMIC PLANNER

ACTIVITIES	DURATION
Registration & Induction ACCA (New Students)	1 Day
Registration for AFIA & ACCA (Returning Students)	1 Day
Classes Commence	6 Weeks
Mid-Semester Break	1 Week
Classes Commence	8 Weeks
Mock Exam	1 Week
Intensive Revision Classes	3 Weeks
Final Exam Weeks	1 Week
Semester Break	6 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 subject to the academic rules and regulations outlined in the Academic Regulations of Universiti Poly-Tech Malaysia (UPTM) (2023 Amendment). A copy of these rules and regulations can be accessed on 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 subject 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

- Students may complain about dissatisfaction during their study in UPTM using the KPTM E-Complaint System (Sistem E-Aduan), available at the UPTM website https://aduan.kptm.edu.my/eaduan/. Please be informed that all complaints by students will be treated confidentially.

- Students need to use the form in the link to submit a complaint/suggestion. Students are required to enter the correct information in the form and need to provide the actual email because the admin will reply to the complaint to that email within TWO(2) working days after the complaint has been made.

- Any student who wishes to make a complaint to ACCA regarding your institution will be advised to follow your institution's complaints procedure first. If the complaint is not handled to their satisfaction, the student then has the option to escalate their complaint to ACCA. If a student has exhausted your complaints process and ACCA's, they can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link: https://www.accaglobal.com/gb/en/footer-toolbar/contact-us/unhappy.html

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