

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

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

The ACCA Qualification will assist you in advancing your career in any organisation. It is a well-established path to professional standing, allowing you to use the letters 'ACCA' after your name upon completion. Employers around the world will comprehend and respect your qualifications. Your finance and accounting knowledge and skills will be in high demand regardless of your industry of employment.

The syllabus is divided into two levels, Fundamentals and Professional. The Fundamentals level is divided into two modules – Knowledge and Skills. The Knowledge module introduces students to the core areas of financial and management accounting. This provides the platform from which other technical accountancy areas will be studied in greater detail in the Skills module. The Skills module contains six subjects, which comprehensively cover the main technical areas that any accountant, regardless of their future career aspirations, is expected to have mastered.

The Professional level is divided into two modules – Essentials and Options. The focus of the syllabus at this level is to build upon the technical skills already acquired and explore more advanced professional skills, techniques, and values that are required and used by the expert accountant acting in an advisory or consultancy role at a senior level.

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

Glassgow G1 3BX

United Kingdom

T:+44(0)141 582 2000

PROGRAMME INFORMATION

1. Programme Title : The Association of Chartered Certified Accountants (ACCA) Qualification
2. Programme Code : AA211
3. Duration : 1 – 3 years (Maksimum: 6 years)
4. Total Credit Hours : 120
5. Medium of Instruction : English
6. Entry Requirement : A pass in ACCA CAT or ACCA Foundation in Accountancy or Matriculation with CGPA 2.50 including Mathematics and English.
OR
A pass in Sijil Tinggi Persekolahan Malaysia (STPM) or its equivalent with TWO (2) principles (grade C, CGPA 2.00) in at least 2 subjects and pass SPM or its equivalent with THREE (3) credits.
OR
A pass in Diploma in Accounting or Diploma/ Bachelor Degree in related disciplines recognised by the Malaysian Government.
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:

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

Association of Chartered Certified Accountants (ACCA) (AA211)

Year 1 Semester 1 (Other Pathways Enrolment):

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	Final Assessment
FA	Financial Accounting	Applied Knowledge	6	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
MA	Management Accounting	Applied Knowledge	6		100%
BT	Business and Technology	Applied Knowledge	6		100%
Total			18		

Year 1 Semester 1 (CAT/ACCA FIA/Diploma in Accountancy):

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	Final Assessment
FR	Financial Reporting	Applied Skills	8	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
LW	Corporate and Business Law	Applied Skills	8		100%
UCS3173	IT and Its Application 2		3	Based on the current syllabus	
MPU3182	Penghayatan Etika dan Peradaban		2		
Total			22		

Year 1 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	Final Assessment
PM	Performance Management	Applied Skills	8	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
TX	Taxation	Applied Skills	8		100%
MPU3193	Falsafah dan Isu Semasa		3	Based on the current syllabus	
MPU3333/MPU3363	Pengajian Islam 3 / Ethics and Moral 3		3		
	Total		22		

Year 2 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	Final Assessment
AA	Audit and Assurance	Applied Skills	8	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
FM	Financial Management	Applied Skills	8		100%
MPU3422	Khidmat Masyarakat 2		2	Based on the current syllabus	
	Total		18		

Year 2 Semester 2:

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	Final Assessment
SBL	Strategic Business Leader	Strategic Professional Level	12	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
CHOOSE ANY ONE					
AFM	Advanced Financial Management	Strategic Professional Level	8	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
APM	Advanced Performance Management	Strategic Professional Level	8		100%
AAA	Advanced Audit and Assurance	Strategic Professional Level	8		100%
ATX	Advanced Taxation	Strategic Professional Level	8		100%
	Total		20		

Year 3 Semester 1:

COURSE CODE	COURSE NAME	STATUS	CREDIT	ASSESSMENT	
				Course Works	Final Assessment
SBR	Strategic Business Reporting	Strategic Professional Level	12	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
CHOOSE ANY ONE					
AFM	Advanced Financial Management	Strategic Professional Level	8	Progress Test and Mock Exam (monitoring student's preparation for final exam)	100%
APM	Advanced Performance Management	Strategic Professional Level	8		100%
AAA	Advanced Audit and Assurance	Strategic Professional Level	8		100%
ATX	Advanced Taxation	Strategic Professional Level	8		100%
	Total		20		

COURSE INFORMATION

Business And Technology (BT)

BT is designed to teach students how businesses operate effectively, efficiently and ethically and will show the critical role finance professionals play in achieving this. Students will understand business in the context of its environment, including economic, legal, and regulatory influences on aspects like 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 sound 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.

Management Accounting (MA)

MA is designed to help you develop the 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.

Financial Accounting (FA)

FA is designed to help you develop the 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, partnership, companies and simple group of companies.

Taxation (TX)

This course introduces students to the rationale and functions of tax system. It provides students with detailed knowledge of income tax related to self-employment, employment and investments, income tax liability of companies and sales tax and service tax and service tax liability of businesses. The topics also includes the calculation of tax liabilities, the application of tax planning techniques for individuals and companies, and the identification of compliance issues for every major tax various business and personal scenarios and situations.

Performance Management (PM)

This paper aims to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision making, performance evaluation and control. The objectives of the paper are to provide students with necessary knowledge of various cost accounting techniques and its applications, various budgeting techniques and evaluate alternative methods of budgeting, planning and control. This course will focus on both financial and non-financial performance measurement of a business.

Corporate and Business Law (LW)

This course deals with Malaysian legal systems such as the court system and sources of law, including human right legislation. It then leads into the area of the law of obligations including contract and tort, which underpin business transactions generally. It covers the law relating to employment and the law relating to companies. These laws include the formation and constitution of companies, the financing of companies and type of capital, and the day-to-day management, the administration and regulation of companies and legal aspects of insolvency and corporate restructuring. It also deals with corporate governance, ethics and ethical behaviour relating to business including criminal law.

Financial Reporting (FR)

The main areas of the syllabus cover the conceptual framework and regulatory framework, the reporting of financial information for single companies and for groups in accordance with generally accepted accounting principles and relevant accounting standards. Finally, the syllabus covers the analysis and interpretation of information from financial reports.

Audit and Assurance (AA)

The course includes topics related to the nature, purpose and scope of assurance engagements, including the statutory audit, its regulatory environment, and introduces professional ethics relating to audit and assurance. It also covers internal audit, including the scope of internal audit as well as the differences between internal audit and external audit. The course also encompasses a range of areas relating to an audit of financial statements. These include planning and risk assessment, evaluating internal controls, audit evidence, and a review of the financial statements. The final portion of the course deals with reporting, which includes statutory audit reports, management reports, and internal audit reports.

Financial Management (FM)

The objectives of this course are to develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions. In this course, the students will learn the principle of Financial Management. Students will focus on investment appraisal, the nature of source of finance, business valuation and risk management.

Strategic Business Leader (SBL)

The syllabus begins by examining the whole area of governance within organisations in the broad context of agency relationship. It then explores internal review, control, and feedback to implement and support effective governance, including compliance issues related to decision making and decision-support functions.

It deals with topics related to identifying, assessing, and controlling risk as a key aspect of responsible management. It also exposes the students to business analysis, where they learn from strategy formulation to evaluation, including positioning, doing the analysis on the environment, industry, competitors, and the organisation itself from both financial and non-financial perspectives.

Finally the syllabus covers personal and professional ethics, ethical frameworks and professional values as applied in the context of the accountant duties and as a guide to appropriate professional behaviour and conduct in a variety of situations.

Strategic Business Reporting (SBR)

The main areas of the syllabus cover the complex group business structure, reporting of financial information for a group of companies in accordance with generally accepted accounting principles and relevant accounting standards. The syllabus also deals with the nature of reporting for specialised entities including not-for-profit and small and medium-sized enterprises.

The final sections of the syllabus explore in more detail the role of the accountant as financial analyst and adviser through the assessment of financial performance and position of entities.

Advanced Financial Management (AFM)

The objectives of this course are to apply relevant knowledge, skills and exercise professional judgement as expected of a senior financial executive or advisor, in taking or recommending decisions relating to the financial management of an organisation.

In this course, the students will examine and learn the role and responsibility towards stakeholders, the economic environment for multinational organisations, advanced investment appraisal, acquisitions and mergers, corporate reconstruction and

reorganisation, treasury and advanced risk management, and the emerging issues in finance and financial management.

Advanced Performance Management (APM)

The syllabus introduces students to the strategic role of management accounting as a discipline for planning and controlling performance so that strategic objectives can be set, monitored and controlled. It also covers the performance of management systems and their design, and the scope and application of high-level performance measurement techniques in a variety of contexts. The syllabus also deals with current developments in performance management and with emerging issues as they might affect or influence the management of performance within organisations.

Advanced Taxation (ATX)

The Advanced Taxation syllabus further develops the key aspects of taxation and extends students' knowledge of the tax system, together with the ability to apply that knowledge to issues commonly encountered by individuals and businesses. Students should have the ability to interpret and analyse the information provided and communicate the outcomes in a manner appropriate to the intended audience.

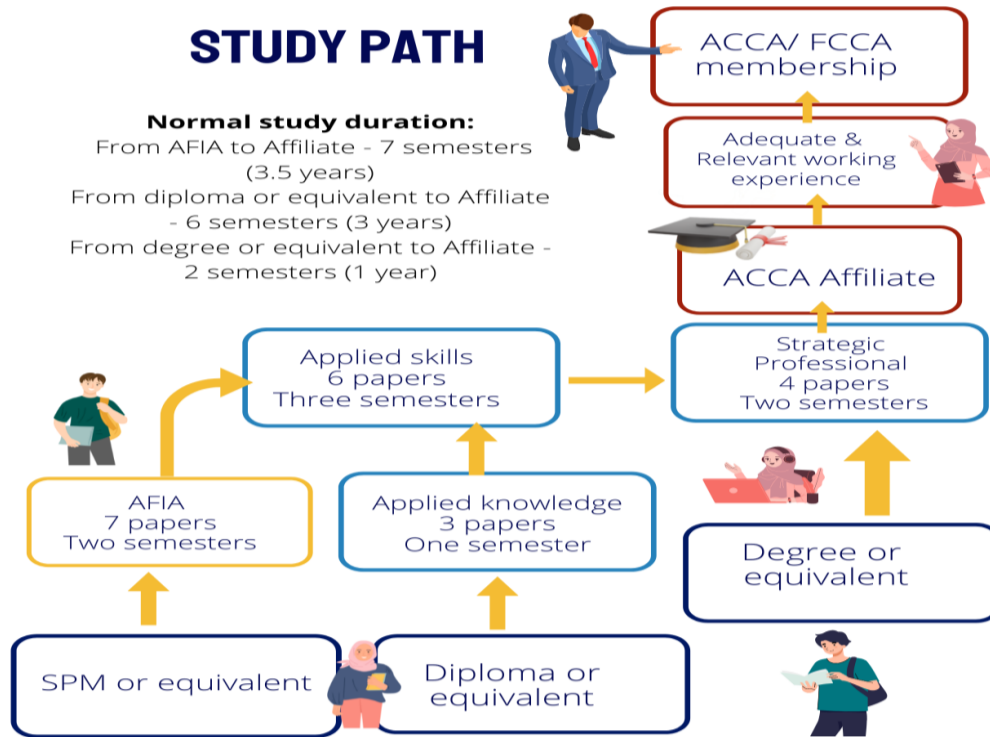
Advanced Audit and Assurance (AAA)

The course deals with the advanced level of auditing. The syllabus is essentially divided into seven areas. It starts with the legal and regulatory environment including money laundering, and professional and ethical considerations, including the Code of Ethics and professional liability. This then leads to procedure in practice management, including quality control and the acceptance and retention of professional engagement.

The syllabus also covers the audit of financial statements, including planning, evidence and review, and other assignments including prospective financial information, and other assurance assignments, as well as the reporting of these assignments. The final part of the course deals with the current issues and developments relating to the provision of audit related and assurance services.

STUDY PATH

Association of Chartered Certified Accountants (ACCA) (AA211)



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

- Management Accountant
- Financial Accountant
- Corporate Treasurer
- Financial Controller
- Finance Manager
- Fund Accountant
- Finance Director
- Chief Financial Officer (CFO)
- Forensic Accountant
- Auditor
- Tax Specialist
- Lecturer

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>