

ABOUT KPTM

Kolej Poly-Tech Mara (KPTM) is a private higher educational institution wholly owned by Majlis Amanah Rakyat (MARA). KPTM offers a wide range of educational Opportunities in the field of information technology, computer science, accounting, business management, sciences, engineering and health sciences

VISION

To be a Tertiary Education Institution with Excellent Reputation

MISSION

To cultivate academic and entrepreneurial excellence to achieve an optimal individual potential

To lead a holistic education through global acknowledgement and acceptance

SHARED VALUE

Trustworthy, Resilient, Blessed

MOTTO

A Centre of Learning, Centred on You

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

Welcome to KPTM. I believe a college is a place for you to gain knowledge and skills that you will use for the rest of your life. Here at KPTM, we are committed in creating the right environment and culture for learning.

Developing the right culture is essential to create an environment that is conducive for learning. Faculty members and students as well as the college staff work together to build such environment. We provide learning opportunities through problem based learning (PBL) that requires students to search for solutions and answers through discussions with the lecturers. This is unlike the conventional teaching where lecturers supply all inputs to the students.

KPTM is proud of its long years of academic pursuit. During these years we have engaged ourselves with students from all walks of lives, turning them from immature youngsters to well-rounded individuals ready to take on the world. We will do our best to develop and mould you towards having towering personalities.

As an educator, my professional roadmap has always directed me to work from a place of high standard, high expectation, and excellence. The KPTM team is dedicated to the same standard for our students. We strive to always motivate our students to achieve high academic achievement by providing outreach, academic support, and a climate that encourage self-empowerment. As a result, we reinforce successful enrolment, retention, academic success, and graduation of students from diverse backgrounds.

I graciously welcome you as higher education aspirants and look forward to the creation of new ventures and exemplary works from all of you.

Wishing you all the best!

Sincerely,

Chief Executive Officer (CEO)
Kolej Poly-Tech MARA

Trustworthy, Resilient & Blessed

MESSAGE FROM DEAN OF FACULTY OF ACCOUNTANCY

Dear Student,

Welcome to Kolej Poly-Tech MARA. We are aiming to create graduates with knowledge, skills and confidence to meet the challenges of today's rapidly advancing workplace.

You may refer to this handbook as guidance for you to familiarize with Bachelor of Arts (Honours) in Accounting and Finance program structure, resources, college policies and other pertinent information related to your 3 years 4 months of study at KPTM. It is important that you read through the content of this handbook to understand and henceforth successfully adapt yourself academically and socially as a student here in KPTM.

Your years at KPTM will be well spent if you venture beyond your comfort zones both inside and outside the classroom. We hope that you will find this experience challenging yet interesting with the right attitude and commitment. Your studies should prove beneficial for both your personal and professional development and will prepare you for a life of continuous learning. Dream big and step ahead after your graduation. We aim for you to pursue the highest level of qualifications in your future undertakings.

Life as a student can be confusing and feel overwhelming. Seek out advisers and never be afraid to ask. There are many people available here to help. Do enjoy your years as our students and may you experience a productive and successful relationship with your lecturers as well as the support staff. Should you have any questions or concerns, please do not hesitate to contact any member of staff. We will be pleased to assist.

**Dean
Faculty of Accountancy
Kolej Poly Tech MARA**

Trustworthy, Resilient & Blessed

MESSAGE FROM DUBLIN BUSINESS SCHOOL

Dear Student,

Welcome to Dublin Business School.

We are delighted that you have chosen to study for the BA (Hons) in Accounting & Finance Programme delivered by Dublin Business School at KPTM Bangi.

This programme is accredited by Quality and Qualifications Ireland (QQI), and is a Level 8 honours degree Major Award on the National Framework of Qualifications in Ireland. QQI is an Irish Government body responsible for the external quality assurance of further and higher education and training and was established under the Qualifications and Quality Assurance (Education and Training) Act 2012.

Dublin Business School (DBS) is Ireland's largest independent college with 9000 students and an ability to deliver over 100 accredited courses in the areas of Arts, Psychology, Business, Accounting, Law, IT and others.

Throughout your programme, delivered at KPTM, you will be in contact with DBS academic and support staff and we are looking forward to this exciting collaboration with the staff at KPTM. I am your Programme manager and will be based on site at KPTM, Bangi to support you throughout your studies.

I wish you the very best in your studies at DBS and look forward to seeing your success at the completion of the programme.

Richard Bradley
Director of Studies
DBS Malaysia

PROGRAMME BRIEF

For many students, the rewards and prestige offered by a career in money management make it an attractive path to pursue. A degree in Accounting & Finance is a major step towards achieving that goal. It is a popular choice with students who want to move directly into a career in accountancy as well as those who recognise the value of an accounting degree in a wider business management context.

The Bachelor of Arts (Honours) in Accounting and Finance (AA231) is the transnational programme offered by Kolej Poly-Tech MARA (KPTM) Bangi in collaboration with Dublin Business School (DBS), Ireland. The BAAF course is accredited by Quality and Qualifications Ireland (QQI) and approved for provisional accreditation by the Malaysian Qualifications Agency (MQA).

The Accounting & Finance programme provides comprehensive education in the quantitative, computational and analytical skills required in the business world. Students learn about the role and operation of accounting in a range of contexts, informed by current thinking and research in the discipline. The course also offers exceptional exemptions from professional bodies' examinations and is a major stepping stone towards an ACCA qualification.

AWARDING BODY

Quality and Qualifications Ireland (QQI)

This programme is accredited by Quality and Qualifications Ireland (QQI), and is a Level 8 honours degree Major Award on the National Framework of Qualifications in Ireland. QQI is an Irish Government body responsible for the external quality assurance of further and higher education and training. QQI validates programmes and make awards. QQI was established under the Qualifications and Quality Assurance (Education and Training) Act 2012.

PROGRAMME INFORMATION	
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1.	Programme Title	:	Bachelor of Arts (Honours) In Accounting and Finance
2.	Programme Code	:	AA231
3.	Duration	:	3 years 4 months
4.	ECTS Credits	:	180
5.	Total Credits *	:	130 credits
6.	Medium of Instruction	:	English

** Total credits comprise 108 (=180 ECTS) for the academic programme, 14 for MQA requirement and another 8 for Industrial Training.*

7. Programme Description

AA231 is the first transnational programme approved by QQI to be conducted outside Ireland. Candidates with STPM, Matriculation or Foundation will be enrolled in Year 1. Candidates with related Diploma can be considered to be enrolled in Year 2.

All the modules in the programme will be delivered using standard syllabus and assessment prepared by DBS in Ireland. In total, students need to complete 21 major modules, 5 MQA Requirement modules and 4 months of Industrial Training. The programme's structure incorporates students' development in communication skills, employability skills and entrepreneurship, which is known as the Employability Pillar. These modules complement the programme specific modules that ensure students are aware of employer expectations on graduating. This is achieved through enhancement of communication skills and time management while positioning the students for academic development during the course of their degree studies. The added value offered by AA231 programme is that it assists students to not only explore their interests, but also improve the necessary skills needed to compete effectively upon graduation and develop their true potential.

AA231 is an attractive path to pursue especially for students who want to have a rewarding, interesting and exciting career in accountancy and finance. AA231 is highly regarded by the professional accounting bodies. Once qualified, graduates will have the competitive edge in employment, international opportunities, and of course rewarding salaries.

8. Programme Educational Objectives

This programme should be able:

- PEO1: to provide learners with knowledge and understanding of the fundamental theories, concepts and methods of accounting and finance and the inter-relationship between the accounting and finance functions and complementary business disciplines.
- PEO2: to provide and develop a professional competency in the techniques and models necessary to prepare financial information for internal and external stakeholders and to interpret the significance and relevance of that information.
- PEO3: to provide and develop the skills necessary to employ a methodical and critical approach to business problem solving and decision making using an appropriate balance of financial and non-financial information.
- PEO4: to equip learners with the ability to communicate financial information in an effective and coherent manner using both written and oral media whilst giving due regard to technical standards, ethical business practices and sound corporate governance.
- PEO5: to cultivate an appreciation of how current and emerging issues are likely to impact on the future development and direction of accounting and finance practices.
- PEO6: to provide learners with the underpinning knowledge to pursue future postgraduate study.
- PEO7: to provide a strong link with major professional accounting bodies and afford learners the opportunity to maximise potential exemptions in further professional study.
- PEO8: to develop in learners a range of transferable skills to enhance employability, career progression and future professional development.

CAREER OPPORTUNITIES

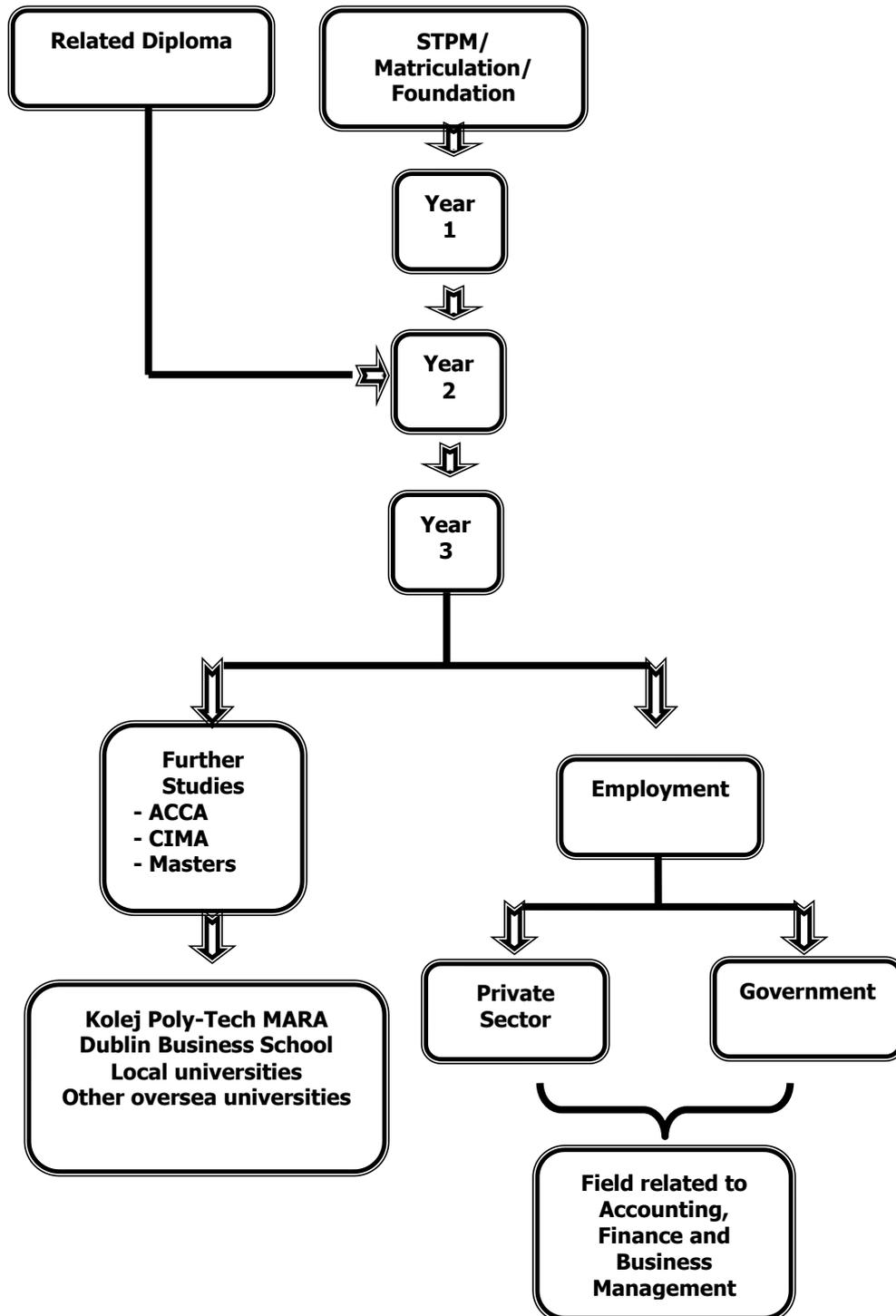
Accounting and finance knowledge is becoming the vital mainstay for businesses and operations in globalised economies. Graduates from this programme often use it as a fast track to professional accountancy qualifications, availing of their entitlement to exceptional exemptions from the professional bodies.

Those graduates who enter employment immediately usually find well-paid jobs very quickly. Former students from this programme are employed worldwide in a range of business, accounting and finance positions. They work in tax, audit and general accounting firms as well as multinational blue-chip companies and small and medium-sized enterprises across a range of industry sectors.

Their career path includes Staff Accountant, Tax Accountant, Accountant, Auditor, Financial Analyst, Consultant and Financial Planner.

EDUCATION AND CAREER PATHWAY

BACHELOR OF ARTS (HONOURS) IN ACCOUNTING AND FINANCE (AA231)



PROGRAMME AND MODULE STRUCTURE

PROGRAM STRUCTURE EFFECTIVE SEPTEMBER 2018									
FACULTY OF ACCOUNTANCY									
BACHELOR OF ARTS (HONOURS) IN ACCOUNTING AND FINANCE (AA231)									
GRADUATION CREDIT REQUIREMENT 130									
NO	SEM	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT	PRE-REQ	ASSESSMENT	
								Course Work	Final Examination
YEAR 1									
1	1 & 2	B6AF102	Economics Perspectives	Major	6	250	None	40	60
2	1 & 2	B6IS100	I.T Essentials	Major	6	250	None	50	50
3	1 & 2	B6AF108	Business for Accounting with Law	Major	6	250	None	50	50
4	1 & 2	B6AF106	Mathematics and Statistics for Finance	Major	6	250	None	50	50
5	1 & 2	B6AF100	Accounting	Major	6	250	None	40	60
6	1	B6LL100	Learning to Learn	Major	3	125	None	100	0
7	2	B6LL102	Communication for Personal Success	Major	3	125	None	100	0
TOTAL					36				
YEAR 2									
1	3 & 4	B7MN100	Management	Major	6	250	None	100	0
2	3 & 4	B7AF102	Financial Accounting	Major	6	250	None	30	70
3	3 & 4	B7AF100	Financial Management	Major	6	250	None	30	70

4	3 & 4	B7AF104	Cost Management	Major	6	250	None	30	70
5	3 & 4	B7LW100	Business and Company Law (Malaysian Variant)	Major	6	250	None	30	70
6	3	B7LL100	Employability Skills	Major	3	125	None	100	0
7	4	B7LL102	Innovation	Major	3	140	None	60	40
8	5	MPU3113	Hubungan Etnik	MQA Requirement	3	124	None	70	30
		*MPU3143	Bahasa Melayu Komunikasi 2			120	None	60	40
9	5	**MPU3213/ MPU3223/ MPU3263	Bahasa Kebangsaan A/ Leadership and Interpersonal Skills/ Fundamentals of Entrepreneurship 2	MQA Requirement	3	127	None	70	30
						123	None	60	40
						122	None	100	0
10	5	MPU3123 *MPU3173	Tamadun Islam dan Tamadun Asia Tenggara Malaysian Studies 3	MQA Requirement	3	120	None	70	30
						120	None	60	40
TOTAL					45				
YEAR 3									
1	6 & 7	B8AF100	Performance Management	Major	6	250	B7AF104	30	70
2	6 & 7	B8AF102	Financial Reporting	Major	6	250	B7AF102	30	70
3	6 & 7	B8AF106	Advanced Financial Management	Major	6	250	B7AF100	30	70
4	6 & 7	B8AF104	Taxation System (Malaysian Variant)	Major	6	250	None	30	70
5	6 & 7	B8AF108	Audit and Assurance	Major	6	250	None	30	70
6	6	B8LL100	Employability in Action	Major	3	125	None	100	0
7	7	B8LL102	Lifelong Learning	Major	3	125	None	100	0
8	8	MPU3313	Family Issues in Malaysia	MQA Requirement	3	120	None	100	0
9	8	MPU3412/ MPU3422	Community Service 2 Sport Events Management 2	MQA Requirement	2	88	None	100	0
TOTAL					41				

YEAR 4									
1	9	PAC3028	Industrial Training	Major	8	340	Pass all courses	100	0
TOTAL					8				
GRAND TOTAL					130				

Note

SLT : Student Learning Time

* This course is compulsory to International Students and is not offered to Malaysian students.

** MPU3213 Bahasa Kebangsaan is compulsory to Malaysian Students who did not obtained a credit in Bahasa Melayu at SPM level.
Students who obtained a credit in Bahasa Melayu are exempted from this course and to be replaced by MPU3223 or MPU3263.

Stage One

The modules provide foundation knowledge in the primary business disciplines, as well as developing the broad cognitive skills of students. Students are required to take seven mandatory subjects at Stage 1.

Stage Two

Stage 2 builds on the foundation year by providing a more detailed and specialized accounting and finance focus to develop students' knowledge, competency and skills in their chosen specialist business area. Modules on Management and Law augment the primary accounting areas to ensure the broad exposure required of current business graduates. Modules at this stage also seek to provide initial development of the analytical and critical faculties of students thus providing the necessary underpinning for Stage 3 studies.

Stage Three

Stage 3 further advances students' knowledge in technical accounting and finance areas and seeks to further develop their analytical and critical faculties. Stage 3 modules also have a focus on managerial issues and seek to develop judgemental and problem-solving abilities to prepare students for the rigours of Professional examinations and/or commercial life.

Throughout the programme, students are actively encouraged to consider the practical application of the knowledge they gain in the context of the dynamic and ever changing environment in which accounting and finance professionals operate. At Stage 3 in particular, an emphasis is given to current and emerging issues and their likely impact on the future development and direction of the accounting profession.

MODULE INFORMATION

STAGE / YEAR 1

B6AF102 ECONOMIC PERSPECTIVES

Prerequisite: None

This module is designed to expose, prepare and equip students with an understanding of basic economics terminology in current economic events. The topics covered in this module include the knowledge of economic concepts, the interpretation of the economic data, the application of economic frameworks to the current economic situation and factors affecting international trade.

B6IS100 I.T. ESSENTIALS

Prerequisite: None

This module covers the use of computer and information technology. It will enable the students to acquire some basic skills in computer usage in line with the development and changes in information technology by providing exposure and experience on how to use the general and advanced features of spread sheet, database software and web technologies.

B6AF108 BUSINESS FOR ACCOUNTING WITH LAW

Prerequisite: None

Business for Accounting with Law is an introductory business module for learners taking accountancy and finance degrees. It introduces learners to environmental analysis, organisational structure, organisational cultures, as well as an appreciation of the key elements of the main organisational functions – operational, financial, marketing and human resource management. The module is also intended to provide an introduction to law, in particular contract law, and its impact on business operations. As accounting and finance learners concentrate less on Marketing-related topics, there is additional treatment of core marketing roles in organisations and an introduction to Marketing principles within this module.

B6AF106 MATHEMATICS & STATISTICS FOR FINANCE

Prerequisite: None

This module is designed to equip students with various mathematical and statistical techniques used in business and finance fields. The topics include the introduction to mathematics of finance, descriptive statistics, index number, probability, random variables, statistical inference and regression analysis.

B6AF100 ACCOUNTING

Prerequisite: None

This module is aims to introduce basic skills and knowledge in financial statements. The module provides an introduction of financial principles and concepts outlining the way in which published accounts can be interpreted and accounting data can be used to conduct financial ratio analysis.

B6LL100 LEARNING TO LEARN

Prerequisite: None

This module is intended to provide a transition to third level education. It builds on learners' previous formal & informal learning and learning environments to stimulate reflection, curiosity and interest in the discipline & the enjoyment of learning. It will equip learners with the practical study skills and strategies to adapt and thrive as individuals, and in teams in a third-level environment. It will introduce learners to the library resources and IT systems & to academic writing skills required to present assignments in an articulate format. It will provide a basis for the development, practice & application of skills and competencies in other modules.

B6LL102 COMMUNICATION FOR PERSONAL SUCCESS

Prerequisite: None

This module demonstrates how communication is used in a business environment. It provides the underlying concepts and elements of key communication skills for both business and professional environment. It presents a balanced, theoretical, applied and managerial approach to the subject. The module gives an understanding of how effective communication encompassing speaking, listening, reading and writing skills can enhance personal career development.

STAGE / YEAR 2

B7MN100 MANAGEMENT

Prerequisite: None

This module introduces the learner to the nature of management and advocates for the importance of good managerial practice in contemporary organization. The module is designed to explain the basic managerial functions. It identifies how the environment affects organizations and how organizations in turn create change within and adapt to their local and global environments. Learners need to know, as they enter a new decade and century, how management has evolved and continues to be influenced by external institutional and cultural factors. These changes bring with them emerging trends and special challenges for the manager in domestic and international environments. An increased emphasis is placed on entrepreneurship, innovation and change management and operations and supply chain management.

B7AF102 FINANCIAL ACCOUNTING

Prerequisite: None

This module is at an intermediate level which aims to give knowledge and assist in the interpretation of financial statements for partnerships and non-group corporate entities in facilitate stakeholder decision making.

B7AF100 FINANCIAL MANAGEMENT

Prerequisite: None

The module provides introductory and intermediate knowledge of finance that covers both short term financing and long term financing decisions. The content includes the components of the way organisation should finance their operations, the optimum use of working capital and allocation of resources to capital expenditure on projects.

B7AF104 COST MANAGEMENT

Prerequisite: None

This module introduces the principles of cost and management accounting to support planning, control and decision making process. It helps students to develop the ability to prepare and analyse financial and management information, the knowledge and skills on the budgetary process, understanding of standard setting and variance analysis and the knowledge necessary to generate and interpret relevant data appropriate to particular circumstances.

B7LW100 BUSINESS AND COMPANY LAW (MALAYSIA)

Prerequisite: None

This module introduces the students to the fundamental principles of law such as the law of contract, the law of tort, employment law, company law, and commercial law in which are related to the field of business, accounting and finance.

B7LL100 EMPLOYABILITY SKILLS

Prerequisite: None

This module is a platform for career related investigation, job analysis, CV building, interview practice and work experience identification. Learners will be required to develop continuously and manage their own career e-portfolio. They will be required to record their development of their employability skills and provide evidence of their skills competencies, job search, CV, cover letter, interview skills and extracurricular achievements.

B7LL102 INNOVATION

Prerequisite: None

This module will expose the student to practical investigations and guest lecturers with successful entrepreneurs and people using real-world scenarios and case studies. It also helps the students to understand the concepts, ideas, processes, techniques, analysis, leadership, communications and commercial aspects of the topic.

MPU3113 HUBUNGAN ETNIK

Prerequisite: None

Kursus ini membincangkan konsep asas, latar belakang dan realiti sosial masa kini hubungan etnik di Malaysia dari perspektif kesepaduan sosial. Tujuan kursus ini ialah memberikan kesedaran dan penghayatan dalam mengurus kepelbagaian ke arah pengukuhan negara bangsa. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk pembelajaran berasaskan pengalaman melalui aktiviti individu, berpasukan dan semangat kesukarelaan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai-nilai murni, mempunyai jati diri kebangsaan, dan menerima kepelbagaian sosio-budaya etnik di Malaysia.

MPU3143 BAHASA MELAYU KOMUNIKASI 2

Prerequisite: None

Kursus ini melatih pelajar antarabangsa untuk berkomunikasi dalam bahasa Melayu asas yang meliputi situasi kehidupan harian. Peajar akan diperkenalkan dengan pertuturan dan penulisan bahasa Melayu mudah. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tutorial, tugas dan pengalaman pembelajaran pelajar di dalam dan di luar kelas. Pada akhir kursus ini, pelajar diharapkan dapat berkomunikasi dan menulis menggunakan ayat mudah dengan berkesan.

MPU3213 BAHASA KEBANGSAAN A

Prerequisite: None

Kursus ini menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek pelajar. Tujuan kursus ini adalah untuk meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, perbincangan, tugas, aktiviti kebahasaan, main peranan (*role-play*), ujian dan peperiksaan. Pada akhir kursus ini, pelajar diharapkan dapat menguasai kemahiran berbahasa secara lisan dan tulisan.

MPU3223 LEADERSHIP AND INTERPERSONAL SKILL

Prerequisite: None

This course explains leadership and interpersonal skills in real life situation. Besides that, this course provides opportunities for the students to apply the Islamic leadership and Islamic interpersonal skill perspective. Furthermore, students are facilitated to demonstrate leadership style and interpersonal skill effectively towards promoting integrity.

MPU3263 FUNDAMENTALS OF ENTREPRENEURSHIP 2

Prerequisite: None

This course is designed to let the students understand the basic concepts in the area of entrepreneurship. A combination of methods will be used in the course, including lectures, case studies, business simulation, student presentations, and guest speakers. At the end of this course, students are expected to develop personal creativity and entrepreneurial initiative.

MPU3123 TAMADUN ISLAM DAN TAMADUN ASIA (TITAS)

Prerequisite: None

Kursus ini membincangkan ilmu ketamadunan yang meliputi pengenalan ilmu ketamadunan, perkembangan dan interaksi ketamadunan dalam Tamadun Islam, Melayu, Cina, India serta isu ketamadunan kontemporari dalam Tamadun Islam dan Tamadun Asia. Kursus ini bertujuan memberi kefahaman mengenai setiap elemen tersebut dan implikasinya terhadap proses pembangunan Negara. Selain itu, perbincangan dan perbahasan dalam kursus ini turut berperanan dalam usaha melahirkan pelajar yang mengetahui warisan sejarah Negara, memupuk nilai murni, mempunyai jati diri kebangsaan dan menghargai kepelbagaian.

MPU3173 MALAYSIAN STUDIES 3

Prerequisite: None

This course discusses the history and politics, Malaysian Constitution, Malaysia's Administrative System and Structure, National Unity, Development of Malaysian country, Religion and Beliefs. This course aims to produce students who are able to understand Malaysia's identity in order to inculcate universality. Teaching and learning will be conducted through lectures, assignments, exams and learning experience.

AWARD / YEAR 3

B8AF100 PERFORMANCE MANAGEMENT

Prerequisite: B7AF104

This module further develops the fundamental elements of planning, control and decision making and expands this to consider performance measurement and evaluation. It will focus on the application of management accounting techniques to assist management in a range of business scenarios.

B8AF102 FINANCIAL REPORTING

Prerequisite: B7AF102

This module aims to expose students to the preparation of consolidated financial statements for group corporate structures and also single corporate entities in accordance with international financial reporting standards.

B8AF106 ADVANCED FINANCIAL MANAGEMENT

Prerequisite: B7AF100

This module provides students with an understanding of the more advanced investment appraisal techniques and issues which may confront students in preparing reports to analyse and make decisions for business financing. It will provide skills in analysing the impact of mergers and acquisitions and develop an understanding of domestic and international treasury management.

B8AF104 TAXATION SYSTEM (MALAYSIA)

Prerequisite: None

This module introduces learners to Malaysian taxation and provides knowledge and skills in the technical areas of taxation relevant to individuals and companies. Learners will be exposed to tax administration which includes obligations of taxpayers, the taxable person, employers and their agents, and the implication of non-compliance.

B8AF108 AUDIT AND ASSURANCE

Prerequisite: None

This module covers the nature, purpose and scope of an audit, including the regulatory framework of auditing. It focuses on corporate governance, fundamental auditing concepts, the beginning of audit process and the performance of an audit. The module considers a range of areas relating to an audit in a computer environment and deals with audit review and reporting. Students will be given exposure to the current issues facing the audit profession throughout the delivery.

B8LL100 EMPLOYABILITY IN ACTION

Prerequisite: None

This is a module to improve DBS graduate employability through learner actions. Learners are required to research the labour market and are supported in working towards achieving their desired career outcome by specialised staff and module tutors. The ability of learners to critically reflect on their personal skills development and apply this to other learning activities will be enhanced.

B8LL102 LIFELONG LEARNING

Prerequisite: None

The transition from college is equally important. This module recognises the diverse range of options and the development stages of individual learners from many backgrounds.

MPU3313 FAMILY ISSUES IN MALAYSIA

Prerequisite: None

This subject will brief the students the concepts and issues regarding family. This subject covers the driving factors behind family conflicts, effects of the conflict, and the role of all parties in addressing the issue.

MPU3412 COMMUNITY SERVICE 2

Prerequisite: None

This course discusses the concept of community involvement projects, preparation of proposals and the characteristics of effective project. The aim of this course is to provide an understanding and appreciation of the project community involvement. Teaching and learning will be implemented in the form of interactive lectures, group discussions, experiential learning through group activities and volunteerism. At the end of the course, students are expected to adopt the values and ethics, leadership and teamwork and social responsibility.

MPU3422 SPORTS EVENT MANAGEMENT 2

Prerequisite: None

The course introduces students to sports event management and focuses on the details required when planning a specific sports event. Emphasis is placed on the planning of events, beginning with research into selecting the right event, event themes, site selection, task and responsibility checklists, organizational committee structures, budgeting, advertising and promotion, and event administration.

PAC3028 INDUSTRIAL TRAINING

Prerequisite: Pass all courses

Students will be placed in the industry (either the government or recognized private sector) for 16 weeks (4 months) after attempted all modules. They will be trained in real life working environment relevant to their field of study focusing on developing professional transferable skills for employability and life-long skills. Apart from this, the training experience will further solidify the on-campus learning process and activities.

ACADEMIC PLANNER

ACTIVITIES	DURATION
Trimester 1	
Registration and Induction (new student)	4 days
Registration for Returning Students	1 day
Classes Commence	7 weeks
Reading Week	1 week
Classes Resume	4 weeks
Semester Break	2 weeks
Trimester 2	
Classes Resume	7 weeks
Reading Week	1 weeks
Classes Resume	8 weeks
Revision Week	1 week
Examinations	3 weeks
Semester Break	3 weeks
Trimester 3	
Classes Resume	7 weeks
Revision Week	1 weeks
Examinations	1 weeks
*Final Year Break	5 weeks
Resit Examinations (Autumn)	2 weeks

Note: Actual academic calendar will be distributed during induction.

The Academic Calendar for AA231 has the following features:

- The academic year normally begins in September.
- The College reserves the right to make any changes to the academic calendar when necessary. Students are advised to be aware for announcements regarding changes at all times.

MANAGEMENT OF PROGRAMME AND STAFF CONTACT DETAILS

The objective of the module management and control system is to ensure that:

- The organisation and delivery of module measures up to the highest academic standards
- The module conform to the requirements specified by the external validating body

Programme Management

The Programme Manager is responsible for the co-ordination and development of a programme's delivery. Your Programme Manager, Head of Programme and Programme Coordinator will help you with issues such as making the right choices for your academic career, interpreting college regulations and assisting in administrative matters. They are also there to help you with any academic queries relating to your specific module. The Head of Programme is your first point of contact for general programme queries and advising you of where best to go for assistance.

Director of Studies	Richard Bradley	richard.bradley@dbs.ie
Head of Programme	Aida Salina Jailani	aidasalina@gapps.kptm.edu.my
Programme Coordinator	Nurul Hidayah Ab Razali	nurulhidayah@gapps.kptm.edu.my

Any difficulty in any aspect of a module should always be raised immediately with the relevant person so that the issue can be addressed at the earliest possible time. You can contact your subject lecturers by email. Please remember that lecturing staff will be lecturing during the day also, and thus may not reply immediately.

Class Representative

Each undergraduate class is asked to appoint one or two class representatives. The function of class representative(s) is to liaise between students and faculty and to co-ordinate student feedback and student input to the module review process. Class representative(s) will have two meetings with the Programme Manager and Coordinator who compile formal reports of the meeting. Class representative(s) should also make contact with Student Services if necessary.

A student representative will also sit on the Programme Management Board twice a year.

Student Feedback Questionnaire

Questionnaires are distributed to students twice during the year to provide the opportunity for each individual to contribute directly to the module review process. Immediate issues are addressed as soon as possible and recommendations are reviewed for following academic years.

ASSESSMENT

Assessment Objectives

The broad objective of the assessment process is to attempt to establish the extent to which each student has achieved the learning outcomes of the full range of degree modules and of the programme generally.

The range of knowledge and skills assessed varies from module to module and varies also with the type and objectives of the assessment method deployed.

Generally the intention is to test each student's capacity to:

- Manage tasks and projects
- Work individually or as a member of a team
- Identify and use appropriate academic resources
- Conduct primary research
- Apply knowledge and skills to business contexts
- Present arguments and conclusions coherently and convincingly
- Critically analyse and evaluate scenarios and issues
- Synthesise and reach logical conclusions
- Solve simulated business problems
- Integrate knowledge from different disciplines
- Reflect on own learning and development

Assessment Methods

A variety of assessment methods are deployed throughout the programme. These include:

- Problem solving exercises
- Practical projects incorporating a variety of competencies and skills
- Case studies
- Research based projects
- Literature reviews
- Presentations
- Academic essays
- Closed book examinations

Continuous assessment varies in style and purpose from module to module, depending upon the nature of the subject material and the teaching and learning objectives. A blend of individual and group assessment is used to help you develop the skills of working individually and as part of a team.

Assessment Schedules

Assessment schedules are provided for all students for all modules at the beginning of the academic year. These schedules are designed to limit the number of assignments students have to submit at any one time. It is organised such that assignments are spread out across the academic year, where possible. This serves as a useful time management tool for students.

Assignment Marking and Feedback

Provisional results are communicated to students by posting them on the appropriate notice board or Moodle, in a manner which satisfies the requirements of the Data Protection Acts - usually provided by student number only. These results, clearly marked as provisional, as they are still subject to ratification by the relevant examination board, are communicated to students in a timely fashion to facilitate students having a clear understanding of their progress in the module.

Progression

To progress to the next year, student is required to PASS all the modules with the minimum mark of 40%.

Recovering Failed Modules

A student who fail to achieve a pass mark in a module:

1. May be awarded a pass by compensation

Provided that:

- a) Fall within 35 – 39% band in that module,
- b) Students attained marks in excess of 40% in at least one other module equivalent to double the deficiency in the module which is being compensated,
- c) All modules at the stage are first attempts,
- d) No module at the stage has been failed outright (<35%)

2. Resit the failed module or component of the module

- a) Where a student fails a module, they will allow for THREE opportunities to recover the failed module and should be agreed at the Examination Board.

Any failed examination must be attempted at the next available sitting date.

The resit mark for the module will be presented to the Board, but will be capped at 40% for purposes of Award calculation.

- b) Resit a full year of study (other than Final Year) with the agreement of Examination Board, provided that student agrees formally to relinquish previous marks in full.

GRADING CRITERIA

DBS uses a percentage grading. Both Stage 2 and Stage 3 will contribute to your overall award classification.

For the calculation of the final grading, the best five modules at Stage 2 will be weighted at 20% and the average of all stage 3 modules will be weighted at 80%.

Honours Bachelor's Degrees (Level 8)

First Class Honours	> 70%
Second Class Honours Grade 1	60 – 69%
Second Class Honours Grade 2	50 – 59%
Pass	40 – 49%
Fail	0 – 39%

To be eligible for an **HONOURS** award, **ALL** modules must be passed at the **FIRST** attempt in the **FINAL** stage.

ACADEMIC REGULATIONS

- All KPTM students are subjected to the Academic Rules and Regulations as outlined in the **Buku Peraturan Akademik Kolej Poly-Tech MARA PINDAAN 2015**. A copy of this booklet will be given to every student during the academic briefing.
- KPTM students are also subjected to the rules and regulations of Dublin Business School. A copy of this booklet will be given to students during the Academic Briefing within the Induction Week.

Academic Impropriety

Academic impropriety includes cheating, plagiarism, forgery, collusion or any attempt, successful or not, to gain unfair advantage in the examination or assessment process.

The case of academic impropriety will be referred to the Academic Impropriety Committee. The Committee considers the report and evidence presented and concludes one of the following:

- 1) That academic impropriety has occurred; or
- 2) That academic impropriety has not occurred

Should decision (1) above be reached, the decision must be unanimous and decides on an appropriate penalty to be imposed on the student(s) concerned. The penalty is appropriate to the seriousness of the case and may include:

- a) Expulsion from the college
- b) Suspension from the college for a stated period, or until such time as any requirements laid down by the Committee, such as, for example, payment of a fine, are fulfilled
- c) Exclusion from specific College facilities
- d) Disbarment from examinations for a specific period
- e) A fine not exceeding 50% of the annual fee for the course being followed
- f) Exclusion from the examination in question in part or in total and/or from the academic course being followed by the student, or any part of it
- g) Withholding of award degree, diploma, certificate, prize or other academic award

Students wishing to appeal a decision of the Academic Impropriety Committee must inform the Examinations Unit in writing not later than seven (7) days after notification of the original decision of the Committee.

Should decision (2) be made, the matter is considered closed.

DBS Assessment Regulations and policy on Academic Impropriety can be found here:

<http://www.dbs-students.com/exams/default.aspx>

Attendance Policy

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with lecturers regarding any anticipated absences. Students who do not maintain a satisfactory level of attendance are hindering their overall academic performance.

In order to encourage high attendance levels, the College invests substantial time and resources in tracking and following up on poor attendance. Attendance records are kept for all classes.

When absence from class or assessment caused by:

- a) illness - provide medical certificate (MC) from clinic/ hospital to lecturer within 3 working days.
- b) other special circumstances - provide a letter with supporting documents to lecturer.

When absent from examination, student needs to provide a medical certificate (MC) from Medical Officer of a clinic or hospital, submitted to Assistant Director of Examination Affairs within 3 working days.

How is attendance recorded?

This is done by students signing in an attendance sheet provided by lecturer.

What action will the College take?

- a) Issue 1st Warning Letter – 7% -13% absenteeism
- b) Issue 2nd Warning Letter – 14% - 20% absenteeism
- c) BARRED – 21% and more absenteeism

If attendance is less than 80% from total contact hour and without permission, students can be barred from final examination.

The college may use the attendance record of a student when reviewing applications for appeals.

Student Responsibilities:

Be present and on time for each of your modules.

Notify your lecturers and Head of Programme of any planned absence.

Submit medical certificate or a letter with a supporting documents for any absence, missed assessments and examinations.

Lecturer Responsibilities:

Monitor student's attendance.

Issue warning letters for absenteeism.

Examinations Unit

The Examinations unit is responsible for all matters related to examinations in KPTM Bangi. The Examinations unit is at Lecturer's/Academic Block. The unit is responsible for the release of exam timetables, examination and release of exam results. Appeals regarding assessment must be made to the DBS Registrar in Dublin, Ireland.

Further details of facilities available to students are accessible by contacting the Examinations Office.

LIBRARY SERVICE

DBS LIBRARY SERVICE

What can I access from the DBS Library?

The Library collection encompasses the arts, business and law. It comprises:

- 66,000 books, listed and searchable
- 35 print journals
- 56,000 e-journals
- an extensive portfolio of online databases
- more than 1,900 DVDs
- more than 1,550 e-books

Note, that the Library Catalogue, the Library's e-book collection, EBSCO databases and the JSTOR database can also be searched on handheld devices such as iPhones.

How do I become a member of the Library?

When you become a DBS registered student, you are automatically a member of the Library.

Library Databases/Electronic Journals/E-Books

Databases, electronic journals and e-books can be searched simultaneously via the 'search all resources' search box on the Library Website (<http://library.dbs.ie>) or individually via the eLibrary tab of the Library website.

Library Databases include: **Academic Search Complete**, Business Source Complete, Computer and Applied Sciences Complete, Emerald, Credo Reference, Dawsonera, Greenfile, Firstlaw, Film and Television Literature Index with Full Text, Hospitality and Tourism Complete, JSTOR, Justcite, Justis, Lexis Nexis (Law), **Lexis Nexis (News and Business)**, LISTA Full Text, Mintel, Passport, Pep Archive, PsycArticles, PsycInfo, Regional Business News, SOCIndex, WARC and Westlaw IE.

KPTM BANGI LIBRARY SERVICE

Material Provided.

Al-Ghazali Library holds a collection of books, periodicals, newspaper cuttings, lecture notes and multimedia devices. The collection is organized according to the *Library of Congress Classification System [LC]*, and grouped as follows:

a) Open Shelf (OS)

Open shelf books are generally for borrowing and are marked 'OS' on the spines. These books are located in general reading area and every patron is free to view, and borrow.

b) Print Periodicals

There are over 187 titles of print periodicals available in the library. The current issues are displayed in the periodical section next to the Reference Area. The back issues are bound and placed in the Reference Section. Periodicals are non-circulating items and can only be used in the library. These collections are marked as 'RES' on the spines.

c) Reserve Collection

i. General Reserve

This collection is confined to high-demand materials that are separated from the general collection; and are assigned restrictive loan periods to ensure greater availability to patrons. Most of the materials kept as reserve are recommended readings by the lecturers. Other materials included:

- annual report
- past year examination paper
- newspaper cuttings.
- Printed Journals

These collections are marked as 'RES' on the spines.

ii. Lecturer's Reserve

This collection is strictly reserves for the lecturers. Students are not allowed access to this collection. These collections are marked as 'LEC' on the spines.

d) Reference Collection

The **Reference collection** is located next to the periodical section and comprises general and subject of:

- dictionaries
- encyclopedias
- almanacs
- yearbooks
- atlases
- handbooks
- manuals

Other books are also available for quick referral and research questions. These materials, do not circulate, and have the designation "REF" before their call numbers.

Other Service

a) Interlibrary Loan (IL)

Inter-library loan facilitates access to items that are not available at the Al-Ghazali Library. This service is extended to lecturers and full time students only. Patrons can request by filling in the IL form. The length of time in which an item can be obtained will depend on its location and the mail service. Items on loan must be used in the library premises only and renewals are not possible.

b) Discussion Rooms

There are 3 rooms available for group discussions. A group must comprise a minimum of 3 persons to be eligible to use this facility. Please contact our Circulation Desk for enquiry or reservation.

All students of KPTM Bangi are eligible to be registered members. The library staff will download each student's personal data from Campus Management System (CMS). Students may start using the borrowing privileges after that.

Please refer to your **LIBRARY HANDBOOK FOR KPTM STUDENTS** for further information on DBS library services and **AL-GHAZALI LIBRARY HANDBOOK** for KPTM library services.

CAREER DEVELOPMENT

Enhance your Employability with DBS

Downloadable Career Management Tools and Resources

Various types of career management and student services resources including videos, career exploration tools and templates can be accessed via the '**Careers and Student Services**' tab on Moodle. Simply look for the tab on the left side of your Moodle homepage. Gain 24 hour instant access to our resources online. Take control of your employability and enroll today.

