

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

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 20 major modules, 5 MQA Requirement modules and 4 months of Industrial Training. The programme's structure incorporates students' development in communication skills and the relevant soft skills pertaining to accounting and finance which are expected by most of the employer. 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:

- PEO 1: 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.
- PEO 2: 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.
- PEO 3: 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.
- PEO 4: 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.
- PEO 5: To cultivate an appreciation of how current and emerging issues are likely to impact on the future development and direction of accounting and finance practice.
- PEO 6: To provide learners with the underpinning knowledge to pursue future postgraduate study.
- PEO 7: To provide a strong link with the major professional accounting bodies and afford learners the opportunity to maximise potential exemptions in further professional study.
- PEO 8: Facilitate the development by the learner of applied skills that are directly complementary and relevant to the workplace.
- PEO 9: To enable the learner to identify, develop and apply analytical, creative, problem solving and research skills
- PEO 10: To provide the learner with a comprehensive platform for career development, innovation and further study.

CAREER OPPORTUNITIES

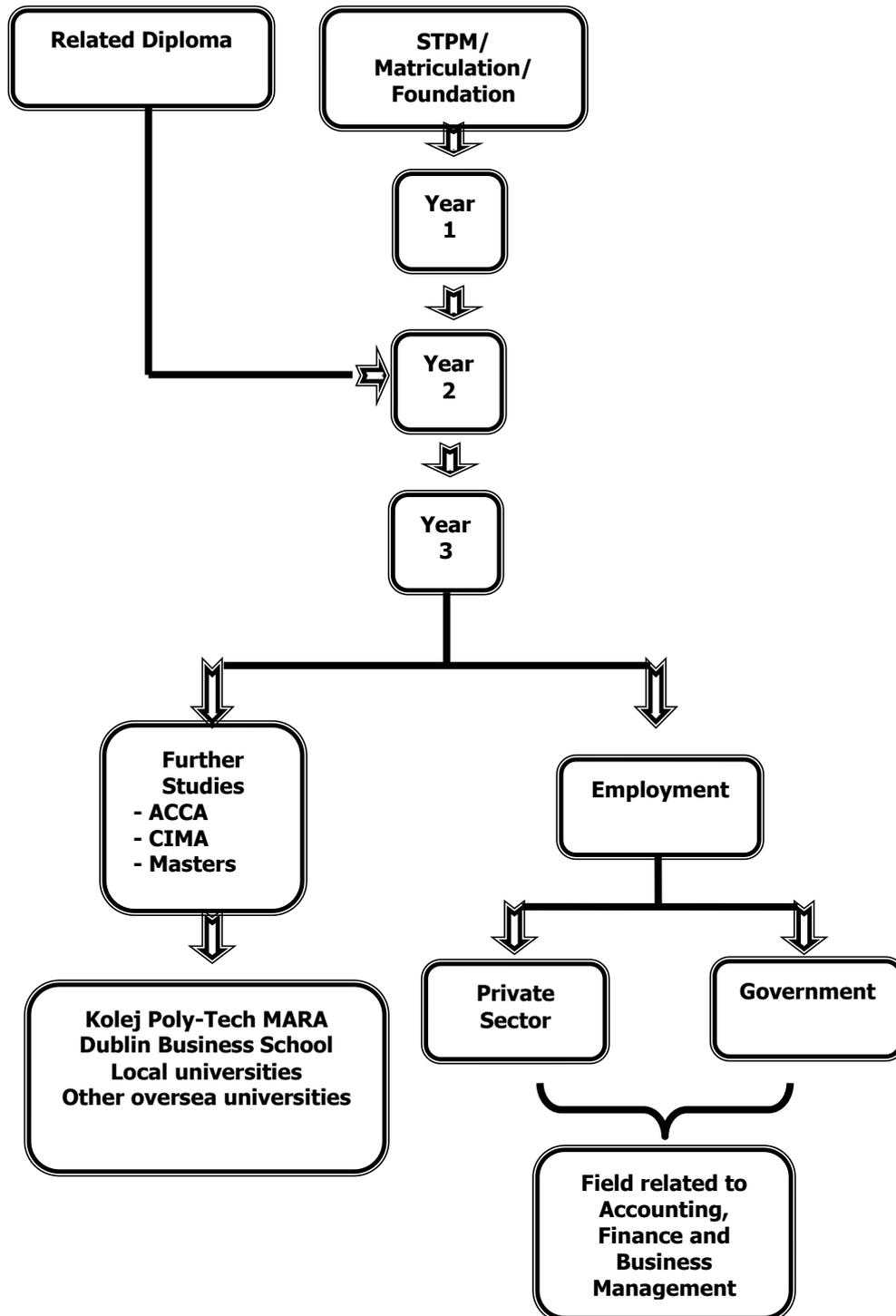
Accounting and finance knowledge is becoming the vital mainstay for businesses and operations in globalised economies. Graduates from this programme often use it as a fast track to professional accountancy qualifications, availing of their entitlement to exceptional exemptions from the professional bodies.

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 2019

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	TOTAL F2F	PRE-REQ	ASSESSMENT	
									Course Work	Final Examination
YEAR 1										
1	1 & 2	B6AF111	Principles of Accounting	Major	6	250	74	NONE	30	70
2	1 & 2	B6AF112	Economic Perspectives	Major	6	250	78	NONE	60	40
3	1 & 2	B6AF114	Business Maths & Research Methods	Major	6	250	74	NONE	50	50
4	1 & 2	B6BU100	Business Context and Organisation	Major	6	250	77	NONE	50	50
5	1 & 2	B6IS117	IT Essentials	Major	6	250	77	NONE	50	50
6	1	B6LL100	Learning to Learn	Major	3	125	43	NONE	100	0
7	2	B6AF115	Accounting Information Systems	Major	3	125	36	NONE	100	0
TOTAL					36					

YEAR 2										
1	1&2	B7AF100	Financial Management	Major	6	250	75	NONE	30	70
2	1&2	B7AF102	Financial Accounting	Major	6	250	74	NONE	30	70
3	1&2	B7AF107	Cost Accounting	Major	6	250	72	NONE	30	70
4	1&2	B7MN100	Management	Major	6	250	78	NONE	100	0
5	1&2	B7LW100	Business and Company Law	Major	6	250	78	NONE	30	70
6	1	B7AF109	Ethics and Corporate Governance	Major	3	125	30	NONE	50	50
7	2	B7AF111	Advanced Economic Perspectives	Major	3	125	39	NONE	60	40
8	3	MPU3113	Hubungan Etnik	MQA Requirement	3	124	42	NONE	70	30
		*MPU3143	Bahasa Melayu Komunikasi 2			120	38	NONE	60	40
9	3	**MPU3213/	Bahasa Kebangsaan A/	MQA Requirement	3	127	42	NONE	70	30
		MPU3223/	Leadership and Interpersonal Skills/			123	39	NONE	60	40
		MPU3263	Fundamentals of Entrepreneurship 2			122	39	NONE	70	30
10	3	MPU3123	Tamadun Islam dan Tamadun Asia Tenggara	MQA Requirement	3	120	42	NONE	70	30
		*MPU3173	Malaysian Studies 3			120	42	NONE	70	30
TOTAL						45				
YEAR 3										
1	1&2	B8AF100	Performance Management (Accounting)	Major	6	250	75	NONE	30	70
2	1&2	B8AF102	Financial Reporting	Major	6	250	74	NONE	30	70
3	1&2	B8AF104	Taxation Systems (Malaysian Variant)	Major	6	250	77	NONE	30	70
4	1&2	B8AF106	Advanced Financial Management	Major	6	250	75	NONE	30	70
5	1&2	B8AF107	Capstone Project	Major	6	250	24	NONE	100	0
6	1&2	B8AF108	Audit and Assurance	Major	6	250	74	NONE	30	70

7	3	MPU3313	Family Issues in Malaysia	MQA Requirement	3	120	39	NONE	100	0
8	3	MPU3412/	Community Service 2	MQA Requirement	2	80	28	NONE	100	0
		MPU3422	Sport Events Management 2				36	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

B6AF111 PRINCIPLES OF ACCOUNTING

Prerequisite: None

This module equips learners with the ability to prepare and understand basic financial statements for business entities, as well as developing a fundamental knowledge of the underlying principles and concepts relating to financial accounting.

B6AF112 ECONOMIC PERSPECTIVES

Prerequisite: None

This course is designed to expose learners to contemporary economic perspectives for example, free market versus government interventionist policies. By applying theoretical frameworks to various industries and different economies learners will develop and in depth view of this complex environment and an understanding of real world developments.

B6AF114 BUSINESS MATHS AND RESEARCH METHODS

Prerequisite: None

This module introduces the learner to concepts and techniques within mathematics and statistics that are relevant in the modern accounting and finance environment. Learners will study different data collection methods and sampling techniques, along with appropriate methods for summarizing and presenting data. Learners will apply various theories and concepts of research techniques and demonstrate how mathematical models can be applied to research activities. The module will enable learners to cultivate an approach and methodology for solving contemporary business problems using appropriate mathematical models.

B6BU100 BUSINESS CONTEXT AND ORGANISATION

Prerequisite: None

This module introduces students to analysis of the business environment. The module provides learners with an appreciation of the external and internal business environment. The module introduces environment analysis tools, examines the contribution of the various functional areas, and introduces concepts of organisational change, ethics and entrepreneurship. Finally, the module also expose learners' to an introductory review of business law and regulation.

B6IS117 IT ESSENTIALS

Prerequisite: None

This module enables learners' to focus on the essential concepts of computing and related technologies. Learners focus upon the fundamental issues surrounding the world of computing through a balance between theory and the applied learning. Learners will build practical skills in database, spreadsheets and web technologies. Learners will also contextualise the role that computer technologies have played in facilitating the evolution and development of business systems, and the legal and ethical issues that have emerged through this process.

B6LL100 LEARNING TO LEARN

Prerequisite: None

This module is provides the learners' with knowledge of the behaviour required to transition into third level education. The module builds upon existing learning and equips the learner with the skills required in an academic and the business context. This module provides learners with the practical strategies to thrive both as individuals and in teams in a third level environment. The module is specifically designed to develop the following skills and competencies: academic and referencing, the ability to operate in groups, and the techniques of effective public speaking.

B6AF115 ACCOUNTING INFORMATION SYSTEMS

Prerequisite: None

This module enables learners' to understand the practical usage of commonly used accounting software packages. This module will utilise the Sage Line 50 accounting software package. The module equips learners with the skills to operate and process the accounting functions typical to any accounting software package. This knowledge reinforces the learners' appreciation of implementation of accounting system and reporting mechanisms.

STAGE / YEAR 2

B7AF100 FINANCIAL MANAGEMENT

Prerequisite: None

This module introduces learners to financial management principles. The module provides learners with the knowledge and understanding to apply the basic principles, concepts and techniques of financial management in commercial situations.

B7AF102 FINANCIAL ACCOUNTING

Prerequisite: None

This Financial Accounting module builds on the knowledge acquired in Level 6. The module develop and applies previous learnings to the preparation and interpretation of financial statements in accordance with generally accepted accounting principles.

B7AF107 COST ACCOUNTING

Prerequisite: None

This module introduces learners to cost and management accounting and provides the knowledge and understanding to apply the basic principles, concepts and techniques of management accounting in commercial situations.

B7AF111 ADVANCED ECONOMIC PERSPECTIVES

Prerequisite: Economics Perspectives

The module is designed to give learners a deeper appreciation of the roots of political economic perspectives existing in the world today, in order to understand the free market approach and the government interventionist approach of policy. Learners will also apply the theoretical frameworks provided in lectures to individual markets/industries and wider macro environments to enable them to develop a more sophisticated view of the political economic events taking place in the real-world context.

B7AF109 ETHICS AND CORPORATE GOVERNANCE

Prerequisite: None

This module examines the area of corporate governance, with specific focus upon the responsibilities of directors, accountants and auditors. The module also evaluates the critical importance of internal controls and effective risk management. The module aims to contextualise the role of the accountant by exploring the framework within which they operate. The module allows particular focus on the international and contemporary issues, and the application of ethical best practice within this evolving environment.

B7MN100 MANAGEMENT

Prerequisite: None

This module introduces the learner to the nature of management and advocates the importance of good managerial practice in contemporary organisation. The module is designed to explain the integrative nature of managerial functions. The module identifies how the environment affects organisations and how organisations in turn create change, through innovation and adapt to their local and global environments. Learners will be encourage to understand how management has evolved and continues to be influenced by institutional and cultural factors. The module places an increased emphasis on corporate governance, ethics, data mining for performance management, entrepreneurship, innovation, change management and operations and supply chain management.

B7LW100 BUSINESS AND COMPANY LAW (MALAYSIAN VARIANT)

Prerequisite: None

This module offers an introduction to business and company law. It reviews the operation of the legal system and considers various aspects of business law including contract law, employment law and commercial law. An introduction to the law of tort is also studied as part of this module. Company law reviews statutory obligations to ensure corporate compliance and also focuses on governance, highlighting areas where the regulatory framework imposes obligations on accountants and auditors.

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. Pelajar 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 melatih pelajar antarabangsa untuk berkomunikasi dalam bahasa Melayu asas yang meliputi situasi kehidupan harian. Pelajar 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.

MPU3223 LEADERSHIP AND INTERPERSONAL SKILLS

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 on history and politics, Malaysia Constitution, Malaysia's Administrative System and Structure, National Unity, National Religion and Beliefs. This course aims to produce students who are able to understand Malaysia's identity in order to inculcate impartial values. Teaching and learning will be handled in lectures, assignments, exams and learning experience.

AWARD / YEAR 3

B8AF100 PERFORMANCE MANAGEMENT (ACCOUNTING)

Prerequisite: None

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

B8AF102 FINANCIAL REPORTING

Prerequisite: None

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

B8AF104 TAXATION SYSTEMS (MALAYSIAN VARIANT)

Prerequisite: None

This module introduces learners to taxation systems. The module provides the knowledge and understanding to apply the basic principles, concepts and techniques of addressing taxation issues in commercial situations.

B8AF106 ADVANCED FINANCIAL MANAGEMENT

Prerequisite: None

This module provides an understanding of the more advanced investment appraisal techniques and issues. The module specifically addresses role of the corporate finance manager in preparing reports to facilitate board decisions. The module will provide learners with an understanding of risk assessment, and the risk management techniques employed too effectively hedge corporate risk exposures.

B8AF107 CAPSTONE PROJECT

Prerequisite: None

This module provides learners with the opportunity to demonstrate their ability to work independently, or in a group setting, on a well-defined research question in an organized and critical manner. The module will enable learners to develop their research and analytical skills. Learners will be provided with appropriate research topics in the specific domain they choose to focus upon. Learners will select their research question, determine the appropriate research approach, summarise the relevant literature, apply specific research methodologies, collect secondary data, critically appraise their findings and construct appropriate recommendations.

B8AF108 AUDIT AND ASSURANCE

Prerequisite: None

This module provides the tools and techniques used to conduct an audit investigation whether on a statutory or other assurance basis. Learners will become familiar with the regulatory and ethical environment within which the audit must be conducted. The identification of and the appropriate response to key audit risks will also be applied to practical scenarios.

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.

AWARD / YEAR 4

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	6 weeks
Reading Week	1 week
Classes Resume	6 weeks
Semester Break	1 week
Trimester 2	
Classes Resume	8 weeks
Reading Week	1 week
Classes Resume	6 weeks
Revision Week	5 days
Examinations	3 weeks
Semester Break	3 weeks
Trimester 3	
Classes Resume	7 weeks
Revision Week	1 week
MPU Examinations Resit Examinations (Autumn)	3 weeks
*Final Year Break	3 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	Nurizwa Baizura binti Izuddin	nurizwa@gapps.kptm.edu.my
Programme Coordinator	Sangeeth a/p Ramalingam	sangeeth@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
- encyclopaedias
- 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.

