



UNIVERSITI TEKNOLOGI MARA

AAR630: PRACTICAL TRAINING

<b>Course Name (English)</b>	PRACTICAL TRAINING <b>APPROVED</b>
<b>Course Code</b>	AAR630
<b>MQF Credit</b>	8
<b>Course Description</b>	Students are required to work in architectural firms approved by the Department, to acquire the relevant knowledge and experience from the practice for a duration of 16 weeks. They will be exposed to the following: i) Office organizational set-up and management ii) Office production and actual working process iii) Work on site A Log Book and a Practical Experience Report is required to be submitted at the end of the Practical Training Period.
<b>Transferable Skills</b>	Resourceful and Responsible Adaptable Confident Experienced Collaborator
<b>Teaching Methodologies</b>	Industrial Training
<b>CLO</b>	CLO1 Demonstrate the ability to acquire relevant knowledge on office production and working process. CLO2 Practice good management of resources and information in architectural industry. CLO3 Perform good leadership skill as a team member.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Office production and actual working process including design process and preparation of drawings.</b> 1.1) N/A	
<b>2. Work on site including site visits with supervisors.</b> 2.1) N/A	
<b>3. Office organizational setup and management including staffing.</b> 3.1) N/A	

<b>Assessment Breakdown</b>	<b>%</b>
Continuous Assessment	100.00%

<b>Details of Continuous Assessment</b>	<b>Assessment Type</b>	<b>Assessment Description</b>	<b>% of Total Mark</b>	<b>CLO</b>
	Assignment	Assessment on the performance in good leadership skill as a team member.	20%	CLO3
	Assignment	Assessment on the ability to acquire relevant knowledge on office production and working process.	40%	CLO1
	Assignment	Assessment on the adaption to the practice good management of resources and information in architectural industry.	40%	CLO2

<b>Reading List</b>	<b>Reference Book Resources</b>	<ul style="list-style-type: none"> <li>• Piven, P &amp; Perkin, B. 2008, <i>Architect's essential of starting, assesing</i>, , USA: John Wiley &amp; Sons, Inc</li> <li>• Lock, D. 2007, <i>Project Management</i>, Gower Publishing</li> <li>• Piven, P 2003, <i>Architect's essential of starting a design Fi</i>, USA: John Wiley &amp; Sons, Inc</li> <li>• Turner, J.R. 2003, <i>Contracting for Project Management</i>, Burlington</li> <li>• Franklin, James R. 2000, <i>Architect's Proffesional Practice Manual</i>, McGraw Hill</li> <li>• Valence J.R. 2003, <i>Architect's Essential of Proffesional Develop</i>, N.J. Wiley</li> </ul>
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<b>Article/Paper List</b>	This Course does not have any article/paper resources
<b>Other References</b>	This Course does not have any other resources