



UNIVERSITI TEKNOLOGI MARA

ADS668: INDUSTRIAL REPORT

| | |
|-------------------------------|---|
| Course Name (English) | INDUSTRIAL REPORT APPROVED |
| Course Code | ADS668 |
| MQF Credit | 6 |
| Course Description | Practical training is an integral part of the requirement for the awarding of Bachelor of Administrative Science (Honours) and Bachelor of Corporate Administration (Honours). For student in part five (5), participation in the training is compulsory subject to the prescribed rules of this program. This is also to comply with the requirements of the Ministry of Higher Learning that has made it obligatory for all bachelor degree (with honour) students to have practical training in the program. Student shall undergo training at a public or private organisation of his / her choice or as determined by the Faculty. It is an important course in which it provides the opportunity for students to apply theories in the real world situation. In the same light, it also helps students to improve their employability levels. |
| Transferable Skills | PLO2-Practical skills. Transferable skills: Demonstrate professional skills, knowledge and competencies. PLO 3-Social skills and responsibilities. Transferable skills: Demonstrate ability to work professionally and contribute positively in a team. PLO 4-Values, attitudes and professionalism. Transferable skills: Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal framework. PLO 7-Information management and lifelong learning skills. Transferable skills: Demonstrate resilience, perseverance and positivity in multi-tasking, dealing with change and meeting new challenges |
| Teaching Methodologies | Industrial Training, Supervision |
| CLO | CLO1 1. Perform administrative and management skills during the training period in the organization (P2) |
| Pre-Requisite Courses | No course recommendations |
| Topics | 1. INDUSTRIAL REPORT 1.1) REPORT |

| | |
|-----------------------------|----------|
| Assessment Breakdown | % |
| Continuous Assessment | 100.00% |

| | | | | |
|---|------------------------|--|------------------------|------------|
| Details of Continuous Assessment | Assessment Type | Assessment Description | % of Total Mark | CLO |
| | Internship Report | 100.00% Internship Report - 100% on Week 14. | 100% | CLO1 |

| | |
|---------------------------|---|
| Reading List | This Course does not have any book resources |
| Article/Paper List | This Course does not have any article/paper resources |
| Other References | This Course does not have any other resources |