UNIVERSITI TEKNOLOGI MARA

ALS652: PRACTICAL TRAINING

Course Name (English)	PRACTICAL TRAINING `APPROVED`
Course Code	ALS652

MQF Credit	6

Course Description	Practical training is the final course in the program. A student is required to undergo practical training in areas relevant to the academic program and field of specialization in order to gain practical knowledge and acquire job skills at the workplace in an organization. The student may choose to work in either private or public organizations. The period of training is for a total of three (3) months. The practical training course is to be conducted by a host organization in accordance to the practical training guidelines set by the Faculty and the university.

Transferable Skills	Reflective Learner Responsive Effective Communicator Adaptable Confident

Teaching Methodologies	Industrial Training, Supervision

CLO		
	CLO1	1. Demonstrate management capabilities in terms of time management, decision making and distribution of work
	CLO2	Improve social skills through the ability to build relationships, respect and the ability to interact in the workplace
	CLO3	3. Demonstrate communication skills and confidence in presenting ideas in oral presentations
	CLO4	Enhance information management capabilities through optimum use of information, information filtering and referral sources

Pre-Requisite Courses	No course recommendations

Topics
1. Practical training 1.1) practical training 1.2) overview of the course (briefing) 1.3) student visit

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Student's assignment	30%	CLO2
	Internship Report	Employer's report	40%	CLO1
	Portfolio/Log Book	Students record their workplace activities in the log book provided by faculty	10%	CLO4
	Presentation	Student's present details of their workplace experiences	20%	CLO3

Reading List	Reference Book Resources	HEA UiTM 2013, *Peraturan Akademik, Program Diploma dan Ijazah Sarjana Muda, Pindaan 2013, Universiti Teknologi MARA*, UiTM Shah Alam
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	