UNIVERSITI TEKNOLOGI MARA

ASM662: ACADEMIC PROJECT

Course Name (English)	ACADEMIC PROJECT APPROVED
Course Code	ASM662

MQF Credit	4

Course Description	The academic project is a report on an area of interest experienced during the student's industrial training attachment. The student is expected to implement, complete and present the research project on relevant to the field of administrative office management. The course is also designed to broaden student's knowledge on the importance of research for solving "office-related" issues.

Transferable Skills	Analysis and Communication skills

Teaching Methodologies	Discussion, Presentation, Workshop, Supervision

CLO		
	CLO1	Interpret and report findings of the academic study
	CLO2	Suggest improvement from the academic study conducted
	CLO3	Compose and present an academic project

Pre-Requisite Courses	No course recommendations

Topics
1. INTRODUCTION TO BACKGROUND OF STUDY 1.1) n/a
2. PROBLEM STATEMENT 2.1) n/a
3. RESEARCH OBJECTIVES 3.1) n/a
4. RESEARCH QUESTIONS 4.1) n/a
5. HYPOTHESES (IF NECESSESARY) 5.1) n/a
6. LIMITATION OF STUDY 6.1) n/a
7. SIGNIFICANCE OF STUDY 7.1) n/a
8. DEFINITION OF TERMS 8.1) n/a
9. LITERATURE REVIEWS 9.1) n/a
10. METHODOLOGIES 10.1) n/a
11. CONCEPTUAL FRAMEWORK 11.1) n/a
12. FINDINGS OF STUDY 12.1) n/a
13. RECOMMENDATION/ CONCLUSION 13.1) n/a

14. PRESENTATION
14.1) n/a

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Oral Presentation (Final Report)	30%	CLO3
	Assignment	Final Report	60%	CLO1
	Discussion	Consultation	10%	CLO2

Reading List	Recommended Text	Salkind 2011, *Exploring Research*, 8 Ed., Prentice- Hall. New York
	Reference Book Resources	Babbie, K. 2012, *The Practice of Social Research*, 13 Ed., Wadsworth Publishing Company Belmont
		Coakes, Sheridan J. & Steed, Lyndall G. 2011, *SPSS Analysis Without Anguish Version 18*, 18 Ed., John Wiley & Sons Milton, Qld., Australia
		Green, S. B. & Salkind, N. J. 2011, *Using SPSS for Windows and Macintosh: Analyzing and Understanding Data:*, international Ed., Pearson Prentice Hall. New Jersey
		Pallant, Julie. 2010, *SPSS Survival Manual: A step by step guide to data analysis using SPSS*, 4 Ed., Mc Graw Hill Australia
		Sekaran, Uma 2010, *Research Methods for Business: A Skill Building Approach*, 5 Ed., John Wiley and Sons. New York
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	