## UNIVERSITI TEKNOLOGI MARA

**ADM665: PRACTICAL TRAINING**

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| **Course Name (English)** | PRACTICAL TRAINING  `APPROVED` |
| **Course Code** | ADM665 |

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| **MQF Credit** | 4 |

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| **Course Description** | Practical training is an integral part of the requirement for the awarding of 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 honours) students to have practical training in the program. Student shall undergo training at a private or public organisation of his / her choice or as determined by the Faculty and its cover eight (8) weeks. 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. |

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| **Transferable Skills** | PLO 2 - Practical skills. Transferable skills: Demonstrate professional skills, knowledge and competencies.<br><br>PLO 3 - Social skills and responsibilities.Transferable skills: 'Demonstrate ability to work professionally and contribute positively in a team.<br><br>PLO 4- Values, attitudes and professionalism.Transferable skills: Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks.<br><br>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' |

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| **Teaching Methodologies** | Industrial Training, Supervision |

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| **CLO** | CLO1 | Perform administrative and management skills during the training period in the organization |
| | CLO2 | Demonstrate networking and cooperation with organisational community during practical training |
| | CLO3 | Display good attitudes and professionalism as an intern in the organization |
| | CLO4 | Demonstrate information management skills in reporting work related daily activities during the training period in the organisation |

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| **Pre-Requisite Courses** | No course recommendations |

| **Topics** |
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| **1. Practical Training Scope**<br>1.1) Since the students will be placed at different form of organizations, uniformity of training contents may be difficult to achieved, however, the following aspects of training should be considered by the host organization:<br>1.2)<br>1.3) Services<br>1.4) • Leave application process<br>1.5) • Retirement process<br>1.6) • Legal procedures relating to employment matters<br>1.7) • Disciplinary action process<br>1.8) • Promotion process<br>1.9) • Documentation<br>1.10)<br>1.11) Administration |

1.12) • Office administration
1.13) • File management
1.14) • Process flow
1.15)
1.16) Financial
1.17) • Recording of financial flow
1.18) • Budgetary process
1.19) • Audit
1.20) • Preparation of financial reports
1.21)
1.22) Personnel
1.23) • Personnel recruitment and appointment/ election process
1.24) • Personnel interview
1.25) • Personnel training and development
1.26)
1.27) Meetings
1.28) • Preparation before and during meeting
1.29) • Preparation minutes of meetings
1.30) • Correspondence to convene meetings
1.31) • Conduct of meetings
1.32)
1.33) Meetings Company Secretarial Practice
1.34) • Meetings – preparation for meetings, duties during and after meetings
1.35) • Companies Commission of Malaysia (CCM) – lodgements of documents, searches
1.36) • Preparation of documents
1.37) • Stamping
1.38) • Commission for Oaths
1.39) • Share registration
1.40) • Registers
1.41)
1.42) Counter services
1.43) • Ethics of counter services
1.44) • Counter administration
1.45)
1.46) Data processing
1.47) • Information technology unit administration
1.48) • Software application
1.49)
1.50) Marketing
1.51) • Client management
1.52) • Marketing management
1.53) • Advertisement
1.54)
1.55) Outdoor task
1.56) • Visit to the operational location
1.57) • Visit to the project site
1.58) • Research
1.59) • Organisational program management
1.60)
1.61) Public relations
1.62) • Organising PR events
1.63) • Matters relating to protocol
1.64) • Matters relating to public needs

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

| Details of Continuous Assessment | | | | | |
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| | **Assessment Type** | **Assessment Description** | **% of Total Mark** | **CLO** | |
| | Internship Report | Final Report | 20% | CLO2 | |
| | Portfolio/Log Book | Log Book | 20% | CLO4 | |
| | Practical | Host Supervisor Evaluation | 30% | CLO1 | |
| | Practical | Host Supervisor Evaluation | 30% | CLO3 | |

| Reading List | Reference Book Resources | |
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| | | **Faculty of Administrative Science and Policy Studies. 2009,** *Practical Training Handbook, ADS666.* |
| | | **Ferdoko, Jamie 2006,** *The Intern Files: How to Ge , Keep and Make the Most of Your Internship,* Simon Spotlight Entertainment |
| | | **Baird, B. (2013).,** *Internship, Practicum and Field Placement Handbook 7th Edition*, Pearson Education , Inc. |
| | | **Liang, Jengyee 2006,** *Hello Real World!: A Student'S Approach To Great Internships Co-Ops And Entry Level Positions.* |
| | | **Hobbs, Bill 2017,** *Hacking the Internship Process*, La Plata Press,LLC. |
| | | **Levit, A. 2009,** *They don't Teach Corporate in College: A Twenty-something's Guide to Business World*, Career Press |
| | | **Oldman, Mark 2008,** *Vault Guide to Top Internship*, Vault Inc. |
| | | **Peteson, Robert R. 2005,** *Landing the Internship of Full-time Job During College, i*, Universe, Inc. |
| | | **Pollak, Lindsay 2007,** *Getting from College to Career: 90 Things to do Before You Join the Real World*, Collin Business |
| | | **Sides, C. and Mrvica, A. 2017,** *Internships: Theory and Practice*, Taylor & Francis. |
| | | **Sweitzer, H.F. and King, M.A. 2013,** *The Successful Internship : Personal, and Civic Development in Experiential Learning*, 4th Ed., Brooks/Cole Cengage Learning. |
| | | **Woodard, Eric 2015,** *The Ultimate Guide to Internships: 100 Steps to Get a Great Internship and Thrive in It (The Ultimate Guides)*, Allworth Press. |
| **Article/Paper List** | This Course does not have any article/paper resources | |
| **Other References** | This Course does not have any other resources | |