UNIVERSITI TEKNOLOGI MARA

ADS666: PRACTICAL TRAINING

Course Name (English)	PRACTICAL TRAINING `APPROVED`
Course Code	ADS666

MQF Credit	5

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 honours) 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.

Teaching Methodologies	Industrial Training, Discussion

CLO		
	CLO1	• build a good relationship with the industries
	CLO2	• relate and apply on-campus classroom education with real working environment
	CLO3	• plan future career opportunities and create cooperation between the student and training organisation for mutual benefit
	CLO4	• develop featured employability skills through set of skills gained during the training period such as teamwork and communication skills

Pre-Requisite Courses	No course recommendations

Topics
1. Chapter 1 Introduction of the organization 1.1) Include among others: 1.2) • the background of the organization 1.3) • objectives, and company policy or organisation policy, mission and vision of the organization 1.4) • Organization structure, core business of the organization 1.5) •Other relevant information pertaining to the organization. 1.6) (Suggested no of pages: 5 -7 pages)
2. Chapter 2 Schedule of practical training 2.1) Content: 2.2) • Report and summarize the daily training extracted from the Log Book. 2.3) • Description of jobs and tasks executed throughout training. 2.4) (Suggested no of pages: 8-10 pages)
3. Chapter 3 Analysis 3.1) • Analysis of training specifically focuses on one area of task as covered in the Practical Training Handbook (refer to the Appendix). 3.2) • This chapter also should reflect definition of concept. Demonstration of practical and theoretical aspects as how student relates all concepts learned in classroom at work place; and how student transforms knowledge gained at workplace to reinforce understanding on the concepts learned in classroom. 3.3) • The chapter also should be able to demonstrate a reflection of student's personal experience during the training. 3.4) (Suggested no of pages: 20 pages)
4. Chapter 4 Recommendations 4.1) • Highlight with examples the strengths and weaknesses of job or tasks assigned during training (as discussed in chapter 3). 4.2) • Provide solution for improvement. 4.3) (Suggested no of pages: 12-15 pages)

5. Chapter 5 Conclusion
5.1) Summary of discussion for each chapter by highlighting the main points.
5.2) (Suggested no of pages: 5 pages)

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Visiting lecturer evaluation	10%	CLO1 , CLO2 , CLO3 , CLO4
	Internship Report	n/a	50%	CLO2 , CLO4
	Portfolio/Log Book	n/a	20%	CLO2 , CLO4
	Practical	Employer Evaluation	20%	CLO2 , CLO4

Reading List	Recommended Text	
		Faculty of Administrative Science and Policy Studies 2009, *Practical Training Handbook, ADS666.*
		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.
		Liang, Jengyee 2006, *Hello Real World!: A Student'S Approach To Great Internships Co-Ops And Entry Level Positions.*
		Ferdoko, Jamie 2006, *The Intern Files: How to Ge , Keep and Make the Most of Your Internship* Simon Spotlight Entertainment
		Peteson, Robert R. 2005, *Landing the Internship of Full-time Job During College*, iUniverse, Inc.
		Coplin, William D. 2004, *10 Things Employers Want You to Learn in College: The Know-how You Need to Succeed*, Ten Speed Press
		Pollak, Lindsay 2007, *Getting from College to Career: 90 Things to do Before You Join the Real World,*, Collin Business
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	