



UNIVERSITI TEKNOLOGI MARA

ALS653: PRACTICAL TRAINING

Course Name (English)	PRACTICAL TRAINING APPROVED
Course Code	ALS653
MQF Credit	6
Course Description	This course aims to expose students to gaining work experience through practical training in the field of employment relevant to Arabic for Professional Communication . Students will be engaged in practical training in related industries for a period of 4 months. Students can choose whether to pursue training in the public or private sectors. This practical training course will be supervised by a faculty member and a supervisor at the training organization.
Transferable Skills	Demonstrability to manage personal performance to meet expectations and demonstrate drive, determination, and accountability.
Teaching Methodologies	Self-directed Learning, Directed Self-learning , Project-based Learning, Work-based Learning
CLO	CLO1 Demonstrate management capabilities in terms of time management, decision making and distribution of work (A4) CLO2 2. Improve social skills through the ability to build relationships, respect and the ability to interact in the workplace (A4) CLO3 Demonstrate communication skills and confidence in presenting ideas in oral presentations (A4) CLO4 Enhance information management capabilities through optimum use of information, information filtering and referral sources. (A4)
Pre-Requisite Courses	No course recommendations
Topics	
1. Industrial Training 1 1.1) N/A	
2. Industrial Training 2 2.1) N/A	
3. Industrial Training 3 3.1) N/A	
4. Industrial Training 4 4.1) N/A	
5. Industrial Training 5 5.1) N/A	
6. Industrial Training 6 6.1) N/A	
7. Industrial Training 7 7.1) N/A	
8. Industrial Training 8 8.1) N/A	
9. Industrial Training 9 9.1) N/A	
10. Industrial Training 10 10.1) N/A	
11. Industrial Training 11 11.1) N/A	

12. Industrial Training 12 12.1) N/A
13. Industrial Training 13 13.1) N/A
14. Industrial Training 14 14.1) N/A
15. Industrial Training 15 15.1) N/A
16. Industrial Training 16 16.1) N/A

Assessment Breakdown		%		
Continuous Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Portfolio	30%	CLO2
	Portfolio/Log Book	Logbook	10%	CLO4
	Practical	Organizational Assessment	40%	CLO1
	Presentation	Presentation	20%	CLO3
Reading List	This Course does not have any book resources			
Article/Paper List	This Course does not have any article/paper resources			
Other References	<ul style="list-style-type: none"> • Book Eric Woodard 2015, <i>The Ultimate Guide to Internship. :</i>, Publisher Allworth, New York • Book H. Frederick Sweitzer 2016, <i>Just the Fact101. Successful internship</i>, Content Technologies. • Book HEA UiTM 2015, <i>Peraturan Akademik, Program Diploma dan Ijazah Sarjana Muda, Pindaan 2015</i> , Universiti Teknologi MARA, UiTM • Book Lori A. Russell-Chapin, Nancy E. Sherman, Allen E. Ivey. 2016, <i>Your Supervised Practicum and Internship: Field Resources for Turning Theory into Action</i> , Routledge • Book Nurul Hidayah Saleh 2014, <i>Kepuasan Majikan Terhadap Prestasi Pelajar Ketika Menjalani Latihan Industri</i> , Tesis PhD Fakulti Pengurusan, Universiti Teknologi Malaysia 			