Jadual 3: Ringkasan Maklumat Setiap Modul / Kursus

**Senarai Kursus Semester 5 / Tahun 3**

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| --- | --- | --- |
| **BIL** | **KODKURSUS** | **NAMA KURSUS** |
| 1 | DDPQ 2538 | INDUSTRIAL TRAINING |
| 2 | DDPQ 2544 | INDUSTRIAL TRAINING REPORT AND CASE STUDY |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Course Name | **INDUSTRIAL TRAINING** | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Course Code | DDPQ 2538 | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name Of Academic Staff | NAME : IRWAN AFFENDI BIN MD NAIM  QUALIFICATION : MASTER ED (TESL)  UNIVERSITY : UNIVERSITI KEBANGSAAN MALAYSIA  GRADUATION YEAR : 2013  QUALIFICATION : B.SC & ED (TESL)  UNIVERSITY : UNIVERSITI TEKNOLOGI MALAYSIA  YEAR : 2009 | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rationale Course Included In This Course | This course requires the students to produce a report on the industrial training carried out by them. The report will cover tasks undertaken and experiences gained by the students during their period of training at the respective firms or departments. After completing the report, the students should be able to present information and express ideas clearly, effectively and confidently. | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester And Year Offered | Semester 5, Year 3 | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | | | | | | | | | Student Learning Time (SLT) (hours) | | | | | | | | | | | | | | |
| Face to face Learning | | Lecturer Centered | | Lecture | | | | | 0 | | | | | | | 2 | | | | | | | |
| Student Centered | | Lab/Tutorial | | | | | 0 | | | | | | |
| Student Centered Activities | | | | | 2 | | | | | | |
| Others | | | | | - | | | | | | |
| Others | | | | | | | - | | | | | | |
| Self Learning | | Non Face to Face or Student Centered Learning (SCL) such as manual, assignment, module, e-Learning, etc. | | | | | | | 314 | | | | | | | 314 | | | | | | | |
| Revision | | | | | | | - | | | | | | |
| Assessment Preparation | | | | | | | - | | | | | | |
| Others | | | | | | | - | | | | | | |
| Formal Assessment | | Continuous Assessment | | | | | | | 2 | | | | | | | 4 | | | | | | | |
| Final Examination | | | | | | | 2 | | | | | | |
| Others | | | | | | | - | | | | | | |
| **Total SLT** | | | | | | | | | | | | | | | | **320** | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Credit Value | 3 credit hours  Total contact hours = 0 hours/weeks | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pre-Requisite | DDPQ 2333 (Cost Estimating) | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-  CO1: Apply techniques, skills and tools in quantity surveying practices  CO2: Demonstrate the current quantity surveying practices  CO3: Display an effective communication skills orally and written form  CO4: Demonstrate professional, ethical and integrity qualities | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Skills Transfer | **Skills Developed** | | | **Method Of Assessment** | | | | | | | | **Form of Assessment** | | | | | | | | | | | | |
| Writing Academic Report | | | Note-Making and report | | | | | | | | Individual | | | | | | | | | | | | |
| Communication | | | Seminar | | | | | | | | Individual | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | | | **Assessment Strategy** | | | | | | | | | | | | | | | | | | | | |
| Seminar | | | Summary and Discussion | | | | | | | | | | | | | | | | | | | | |
| Elemental Cost Analysis | | | Analysis Report | | | | | | | | | | | | | | | | | | | | |
| Final Report | | | Submission of Report l and lI | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Synopsis | This course requires the students to produce a report on the industrial training carried out by them. The report will cover tasks undertaken and experiences gained by the students during their period of training at the respective firms or departments. After completing the report, the students should be able to present information and express ideas clearly, effectively and confidently. | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Delivery Mode | Self –Directed Learning. | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Type And Assessment Method | Assessment of this course based on scope of Industrial Training Reports consist of 3 major reports required to be submitted by the students at the end of industrial training period as classified below:   * Report on the firm where at the student undergo industrial training. * Report on any topics and issues related to the feild of quantity surveying practices. The format, content and details of the report will be delibarated in the Practical Training Manual. * Element Cost Analysis (ECA)   Together with the reports is the log Book for the whole period of industrial training.  Grading as below:   |  |  |  |  | | --- | --- | --- | --- | | **No** | **Assessment Method:-** | **Overall (%)** | **Implementation Dates** | | **1.** | **Industrial supervisor** | **30%** | **Week 12** | | **2.** | **College’s supervisor** | **40%** | **Week 20** | | **3.** | **Interim reports** | **30%** | **Week 20** | |  | **Total** | **100%** |  |   Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’ and co-evaluating between UTM & Colleges `Penilaian Latihan Industri` | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | | | | | | | | | | **CO1** | | | | **CO2** | | | | **CO3** | | | **CO4** | | |
| Pre-contract documentation | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Tendering procedures | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Contractual Arrangement | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Cost Analysis and planning | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Feasibility study and economic study | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Pricing, tendering and contracting | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Cost control management | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Payments and claims including valuation of variation works | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Office administration | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Final Account | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Other works not specifically mentioned | | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | | | | **PO1** | **PO2** | **PO3** | **PO4** | | | **PO5** | | | **PO6** | | | | **PO7** | | | **PO8** | | | **PO9** |
| Pre-contract documentation | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Tendering procedures | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Contractual Arrangement | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Cost Analysis and planning | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Feasibility study and economic study | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Pricing, tendering and contracting | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Cost control management | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Payments and claims including valuation of variation works | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Office administration | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Final Account | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
| Other works not specifically mentioned | | | | ✓ |  |  | ✓ | | |  | | | ✓ | | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Course Content and SLT  K: Lecture  T: Tutorial  SCA: Student Centered Activities  A: Assessment  PK: Self Learning  M: Week of Study | **M** | **TAJUK** | | | | | | | **K** | | | | **T/L SCA** | | | **A** | | | | **PK** | | | **SLT** | |
| 1 | Pre-contract documentation | | | | | | |  | | | | 2 | | |  | | | | 14 | | | 16 | |
| 2 | Tendering procedures | | | | | | |  | | | |  | | |  | | | | 30 | | | 30 | |
| 3-5 | Contractual Arrangement | | | | | | |  | | | |  | | |  | | | | 35 | | | 35 | |
| 6-7 | Cost Analysis and planning | | | | | | |  | | | |  | | | 1 | | | | 35 | | | 36 | |
| 8-10 | Feasibility study and economic study | | | | | | |  | | | |  | | |  | | | | 40 | | | 40 | |
| 11-12 | Pricing, tendering and contracting | | | | | | |  | | | |  | | |  | | | | 40 | | | 40 | |
| 13 | Cost control management | | | | | | |  | | | |  | | |  | | | | 40 | | | 40 | |
| 14 | Payments and claims including valuation of variation works | | | | | | |  | | | |  | | | 1 | | | | 20 | | | 21 | |
| 15 | Office administration | | | | | | |  | | | |  | | |  | | | | 20 | | | 20 | |
| 16 | Final Account | | | | | | |  | | | |  | | |  | | | | 20 | | | 20 | |
| 17 | Other works not specifically mentioned | | | | | | |  | | | |  | | |  | | | | 20 | | | 20 | |
| 18 | Final Examination | | | | | | |  | | | |  | | | 2 | | | |  | | |  | |
|  | **TOTAL** | | | | | | | **-** | | | | **2** | | | **4** | | | | **314** | | | **320** | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | References | None | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Additional Information | None | | | | | | | | | | | | | | | | | | | | | | | |

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| 1 | Course Name | **INDUSTRIAL TRAINING REPORT AND CASE STUDY** | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Course Code | DDPQ 2544 | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name Of Academic Staff | NAME : WAN MUHAMMAD AISAMUDDIN BIN WAN ISMAIL  QUALIFICATION : BACHELOR OF QUANTITY SURVEYING (HONS.)  UNIVERSITY : MARA UNIVERSITY OF TECHNOLOGY (UiTM)  YEAR : 2013 | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Rationale Course Included In This Course | This course requires the students to produce a report on the industrial training carried out by them. The report will cover tasks undertaken and experiences gained by the students during their period of training at the respective firms or departments. After completing the report, the students should be able to present information and express ideas clearly, effectively and confidently. | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Semester And Year Offered | Semester 5, Year 3 | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Total Student Learning Time (SLT) | Teaching And Learning Activities | | | | | | | | | Student Learning Time (SLT) (hours) | | | | | | | | | | | | | |
| Face to face Learning | | Lecturer Centered | | Lecture | | | | | 0 | | | | | | 2 | | | | | | | |
| Student Centered | | Lab/Tutorial | | | | | 0 | | | | | |
| Student Centered Activities | | | | | 2 | | | | | |
| Others | | | | | - | | | | | |
| Others | | | | | | | - | | | | | |
| Self Learning | | Non Face to Face or Student Centered Learning (SCL) such as manual, assignment, module, e-Learning, etc. | | | | | | | 154 | | | | | | 156 | | | | | | | |
| Revision | | | | | | | - | | | | | |
| Assessment Preparation | | | | | | | 2 | | | | | |
| Others | | | | | | | - | | | | | |
| Formal Assessment | | Continuous Assessment | | | | | | |  | | | | | | 2 | | | | | | | |
| Final Examination | | | | | | | 2 | | | | | |
| Others | | | | | | | - | | | | | |
| **Total SLT** | | | | | | | | | | | | | | | **160** | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Credit Value | 3 credit hours  Total contact hours = 0 hours/weeks | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Pre-Requisite | DDPQ 2333 (Cost Estimating) | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Course Outcome (CO) | By the end of the course, students should be able to:-  CO1: Apply techniques, skills and tools in quantity surveying practices  CO2: Demonstrate the current quantity surveying practices  CO3: Display an effective communication skills orally and written form  CO4: Demonstrate professional, ethical and integrity qualities | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Skills Transfer | **Skills Developed** | | | **Method Of Assessment** | | | | | | | | **Form of Assessment** | | | | | | | | | | | |
| Writing Academic Report | | | Note-Making and report | | | | | | | | Individual | | | | | | | | | | | |
| Communication | | | Seminar | | | | | | | | Individual | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Teaching-Leaning and Assessment Strategy | **Teaching & Learning** | | | **Assessment Strategy** | | | | | | | | | | | | | | | | | | | |
| Seminar | | | Summary and Discussion | | | | | | | | | | | | | | | | | | | |
| Elemental Cost Analysis | | | Analysis Report | | | | | | | | | | | | | | | | | | | |
| Final Report | | | Submission of Report l and l | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Synopsis | This course requires the students to produce a report on the industrial training carried out by them. The report will cover tasks undertaken and experiences gained by the students during their period of training at the respective firms or departments. After completing the report, the students should be able to present information and express ideas clearly, effectively and confidently. | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Delivery Mode | Self –Directed Learning. | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Type And Assessment Method | Assessment of this course based on scope of Industrial Training Reports consist of 3 major reports required to be submitted by the students at the end of industrial training period as classified below:   * Report on the firm where at the student undergo industrial training. * Report on any topics and issues related to the feild of quantity surveying practices. The format, content and details of the report will be delibarated in the Practical Training Manual. * Element Cost Analysis (ECA)   Together with the reports is the log Book for the whole period of industrial training.  Grading as below:   |  |  |  |  | | --- | --- | --- | --- | | **No** | **Assessment Method:-** | **Overall (%)** | **Implementation Dates** | | **1.** | **Report l** | **30%** | **Week 12** | | **2.** | **Report ll** | **30%** | **Week 20** | | **3.** | **Elemental cost analysis** | **20%** | **Week 20** | | **4.** | **Seminar** | **20%** | **Week 20** | |  | **Total** | **100%** |  |   Criteria of summative assessment performance: Refer to ‘Peraturan Akademik Program Kerjasama Kursus Diploma & Ijazah Sarjana Muda, UTM’ and co-evaluating between UTM & Colleges `Penilaian Latihan Industri` | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Course Outcome – Topic Mapping | **Topics of The Course** | | | | | | | | | **CO1** | | | | **CO2** | | | | **CO3** | | | **CO4** | | |
| Pre-contract documentation | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Tendering procedures | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Contractual Arrangement | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Cost Analysis and planning | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Feasibility study and economic study | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Pricing, tendering and contracting | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Cost control management | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Payments and claims including valuation of variation works | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Office administration | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Final Account | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
| Other works not specifically mentioned | | | | | | | | |  | | | |  | | | | ✓ | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 16 | Programme Outcome – Topic Mapping | **Topics of The Course** | | | | **PO1** | **PO2** | **PO3** | **PO4** | | | **PO5** | | | **PO6** | | | **PO7** | | | **PO8** | | | **PO9** |
| Pre-contract documentation | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Tendering procedures | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Contractual Arrangement | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Cost Analysis and planning | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Feasibility study and economic study | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Pricing, tendering and contracting | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Cost control management | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Payments and claims including valuation of variation works | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Office administration | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Final Account | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
| Other works not specifically mentioned | | | | ✓ | ✓ | ✓ | ✓ | | |  | | | ✓ | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Course Content and SLT  K: Lecture  T: Tutorial  SCA: Student Centred Activities  A: Assessment  PK: Self Learning  M: Week of Study | **M** | **TAJUK** | | | | | | | **K** | | | | **T/L SCA** | | **A** | | | | **PK** | | | **SLT** | |
| 1 | Pre-contract documentation | | | | | | |  | | | | 2 | |  | | | | 14 | | | 16 | |
| 2 | Tendering procedures | | | | | | |  | | | |  | |  | | | | 14 | | | 14 | |
| 3-5 | Contractual Arrangement | | | | | | |  | | | |  | |  | | | | 14 | | | 15 | |
| 6-7 | Cost Analysis and planning | | | | | | |  | | | |  | | 1 | | | | 14 | | | 15 | |
| 8-10 | Feasibility study and economic study | | | | | | |  | | | | 2 | |  | | | | 14 | | | 16 | |
| 11-12 | Pricing, tendering and contracting | | | | | | |  | | | |  | |  | | | | 14 | | | 14 | |
| 13 | Cost control management | | | | | | |  | | | |  | |  | | | | 14 | | | 14 | |
| 14 | Payments and claims including valuation of variation works | | | | | | |  | | | |  | | 1 | | | | 14 | | | 15 | |
| 15 | Office administration | | | | | | |  | | | |  | |  | | | | 14 | | | 14 | |
| 16 | Final Account | | | | | | |  | | | |  | |  | | | | 14 | | | 14 | |
| 17 | Other works not specifically mentioned | | | | | | |  | | | |  | |  | | | | 14 | | | 14 | |
| 18 | Final Examination | | | | | | |  | | | |  | |  | | | |  | | |  | |
|  | **TOTAL** | | | | | | | **-** | | | | **4** | | **2** | | | | **154** | | | **160** | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 18 | References | None | | | | | | | | | | | | | | | | | | | | | | |
| 19 | Additional Information | None | | | | | | | | | | | | | | | | | | | | | | |