

**INDUSTRIAL TRAINING SCOPE OF WORK**

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| **PROGRAMME OVERVIEW (SYNOPSIS)** |
| **DIPLOMA IN INFORMATION TECHNOLOGY (DIGITAL TECHNOLOGY)** provides education and training in Computing field with a specific emphasis on Information Technology area. The courses offered is grouped into modules such as Platform Technologies, Computing Foundation, Programming Essentials, Industry-Led modules and Industry Domain Cluster, which are referred to specific task. The courses offered provide opportunities for students to get into a broad range of careers in a variety of ICT sectors. This programme also provides the students with transferable skills and multiskilling which enable them to adapt to new technologies. In addition to the technical courses, students are also taught English for Digital Technology, Pengajian Islam or Pendidikan Moral, Co- Curriculum, and Inventive Problem Solving to enhance their competencies in soft skills. As the programme emphasizes self-initiated learning and hands-on competencies, graduates of this programme will be ready to take the challenges in the world of computing  technologies. |

# To:

**Student’s supervisor**

**Herewith are list of the scope of work that our student expected from your organization. \*\*Please tick (√) if related.**

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| **Name** | | **:** |  |  |  |  |  |
| **Matrix No.** | | **:** |  |  |  |  |  |
| **Track** |  | **:** | **NETWORKING SYSTEM** |  |  |  |  |
| **NO** | **SCOPE OF WORK** | | | **\*\* (√)** | **NO** | **SCOPE OF WORK** | **\*\* (√)** |
| 1. | Installation, configuration, troubleshoot  and maintenance of server or network | | |  | 11. | Design & Set up Network |  |
| 2. | Computer programming (C++, Java etc.) | | |  | 12. | Human Computer Interface |  |
| 3. | Database development and management | | |  | 13. | Computer Technical Support |  |
| 4. | Network security | | |  | 14. | Network Administrator |  |
| 5. | Cloud computing areas | | |  | 15. | Technical Helpdesk |  |
| 6. | Server / Network administration | | |  | 16. | Computer repairs (equipment, trouble-  shooting and repair) |  |
| 7. | Network Technician / Support | | |  | 17. | IT / Network Support |  |
| 8. | Computer networking installation and  maintenance (LAN and WAN) | | |  | 18. | Network cabling maintenance |  |
| 9. | Wireless setup and maintenance | | |  | 19. | Management (human resource, quality and  digital economic) |  |
| 10. | Operating system (structure, memory management and I/O management) | | |  | 20. | Other related works: |  |
|  | | | | | | | |
| **NO** | **FUNDAMENTAL SKILLS NEEDED** | | | **\*\* (√)** | **NO** | **FUNDAMENTAL SKILLS NEEDED** | **\*\* (√)** |
| 1 | Communication Skills | | |  | 4 | Teamwork |  |
| 2 | Technical Report Writing | | |  | 5 | Industrial Safety and Environmental  Awareness |  |
| 3 | Office/Workshop Management | | |  | 6 | Entrepreneurship |  |

**Company’s Stamp**

\*Note to student:

1. **Make two copies of this form. i) Company ii) Paste in your ‘Jurnal Refleksi Latihan Industri’**
2. **Please return the original form to UPLI along with your ‘Surat Jawapan’ from organization.**