

**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 aspecific 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** | | |  | **: SOFTWARE APPLICATION DEVELOPMENT** | | | | | | | | | | |  |  |  |
|  | **NO** |  |  |  | **SCOPE OF WORK** |  |  | **\*\*** |  |  | **NO** |  |  | **SCOPE OF WORK** |  |  | **\*\*** |  |
|  |  |  |  |  |  | **(√)** |  |  |  |  |  |  | **(√)** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. | |  |  | Web and system development | | |  |  |  | 11. | |  |  | Software management | |  |  |  |
| 2. | |  |  | Computer programming (Visual Basic .net, | | |  |  |  | 12. | |  |  | Software testing | |  |  |  |
|  |  |  |  | C++, Java etc.) | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | |  |  | Mobile application development | | |  |  |  | 13. | |  |  | Web security | |  |  |  |
| 4. | |  |  | Database development and management | | |  |  |  | 14. | |  |  | Secure mobile computing | |  |  |  |
| 5. | |  |  | Human-computer interface | | |  |  |  | 15. | |  |  | Internet programming | |  |  |  |
| 6. | |  |  | Software application (windows operating | | |  |  |  | 16. | |  |  | Management Information System (MIS) | |  |  |  |
|  |  |  |  | system, word processing, electronic | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | spreadsheet presentation and internet | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. | |  |  | Multimedia (Animation, video | | |  |  |  | 17. | |  |  | Bugs and viruses clean up | |  |  |  |
|  |  |  |  | conferencing, graphic design etc.) | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. | |  |  | Computer repairs (equipment, trouble- | | |  |  |  | 18. | |  |  | Smart system/application | |  |  |  |
|  |  |  |  | shooting and repair) | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. | |  |  | Computer networking installation and | | |  |  |  | 19. | |  |  | Management (human resource, quality and | |  |  |  |
|  |  |  |  | maintenance (LAN and WAN) | | |  |  |  |  |  |  |  | digital economic) | |  |  |  |
| 10. | |  |  | Operating system (structure, memory | | |  |  |  | 20. | |  |  | Other related works: | |  |  |  |
|  |  |  |  | management and I/O management) | | |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |
|  | **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’**

1. **Please return the original form to UPLI along with your ‘Surat Jawapan’ from organization.**