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| **PROGRAMME OVERVIEW (SYNOPSIS)** |
| **DIPLOMA IN CIVIL ENGINEERING** provides knowledge, skills and attitude to adapt to new technology in civil engineering with the ability to demonstrate professionalism and work ethics in fulfilling responsibilities towards the creator, client and society. This program provides theory as well as carry out practical work. This program also offer courses in Civil Engineering area such as Engineering Graphics, Water & Water Resources Engineering, Environment, Strength & Structural Design, Road & Transportation, Engineering Management and Geotechnics.  This program is designed to equip students with sound knowledge and skills, and understanding of the environment, construction industries, construction designs and infrastructural development of civil engineering .The knowledge and skills acquired will be useful for success in future or current employment. Students are also equipped with knowledge regarding occupational safety and health. Students will be exposed to soft skills, communication skills, and team work so the graduates will communicate, interact and contribute effectively as team members. |

**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.** | | **:** |  | | | | |
| **NO** | **SCOPE OF WORK** | | | **\*\***  **(√)** | **NO** | **SCOPE OF WORK** | **\*\***  **(√)** |
| 1 | Engineering survey | | |  | 13 | Soil mechanics |  |
| 2 | Site supervision and management | | |  | 14 | Water treatment |  |
| 3 | Structural design | | |  | 15 | Managing clients and material suppliers |  |
| 4 | Calculation of material quantities | | |  | 16 | Taking-off |  |
| 5 | Costing | | |  | 17 | Site meeting |  |
| 6 | Highway construction management and supervision | | |  | 18 | Drainage and sewerage systems |  |
| 19 | Contract procedures |  |
| 7 | Tests and reports on concrete, soil, water and aggregates | | |  | 20 | Safety and health measures at construction sites |  |
| 8 | Inspection of concrete reinforcement according to drawings and standards | | |  | 21 | Technical drawing (manual or computer aided) in drafting, convention and interpretation |  |
| 9 | Inspection of brick, piping and wood work according to drawings and standards. | | |  | 22 | Contract administration – tender pricing, cost estimation, analyzing tenders, work progress evaluation, preparing work progress claims and VO evaluation |  |
| 10 | Industrialize Building System (IBS) installations. | | |  |
| 11 | The use Microsoft Project Management. | | |  |
| 12 | The used of AutoCAD. | | |  | 23 | 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**