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| **PERANCANGAN KURSUS**  ***COURSE OUTLINE*** |
| **MAKLUMAT KURSUS**  **(*COURSE INFORMATION)*** |
| |  |  |  | | --- | --- | --- | | **SEMESTER/SESI** (*SEMESTER*/*SESSION*) | : | **SEMESTER 4/ JUN 2017** | | **KOD KURSUS** (*COURSE CODE*) | : | **WEC8013** | | **NAMA KURSUS** (*NAME OF* *COURSE*) | : | **ENGLISH FOR COMMUNICATION** | | **BEBAN AKADEMIK PELAJAR** (*STUDENT ACADEMIC LOAD*) | : |  |  |  |  |  | | --- | --- | --- | | **Kategori Aktiviti**  *(Category of Activities)* | **Aktiviti Pembelajaran**  *(Learning Activity)* | **Jumlah Jam/Semester**  *(Total Hours/Semester)* | | Pembelajaran Berbantu  *(Guided Learning)* | Kuliah  *(Lecture)* | 36 | | Tutorial/Amali  *(Tutorial/Practical)* | 0 | | Aktiviti Pembelajaran Bertumpukan Pelajar  *(Student Centered Learning Activity)* | 6 | | Pembelajaran Kendiri  *(Self Learning)* | Persediaan Untuk Tugasan/Projek  (*Preparation For Assignments*/*Projects*) | 33 | | Pembelajaran Kendiri/Ulangkaji  (*Independent Study/Revision*) | 36 | | Persediaan Bagi Penilaian  (*Preparation For Assessment*) | 4.5 | | Penilaian Rasmi  *(Formal Assessments)* | Penilaian Berterusan  (*Continuous Assessments*) | 2.5 | | Menduduki Peperiksaan Akhir  (*Final Examination Sitting*) | 2 | | **JUMLAH JAM BELAJAR (JJB)**  *[TOTAL STUDENT LEARNING TIME* (*SLT*)] | | **120** | | **NILAI KREDIT**  *(CREDIT VALUE)* | | **3** |  |  |  |  | | --- | --- | --- | | Kursus Pra-syarat (*Pre-Requisite Course*) | : | **None** | | Nama Pensyarah (*Name of Lecturer*) | : |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Disediakan oleh** (*Prepared by*) | : |  | **Disahkan oleh** (*Approved by*) | : |  | | **Tandatangan** (*Signature*) | : |  | **Tandatangan** (*Signature*) | : |  | | **Nama** (*Name*) | : | ***Course Coordinator*** | **Nama** (*Name*) | : | ***Head of Department*** | | **Tarikh**  (*Date*) | : |  | **Tarikh**  (*Date*) | : |  | |
| **MATLAMAT** (*GOALS*) :  This course is principally based on communication and the development of speaking skill enabling the learner to use the language in various contexts and for various objectives. Cultural and intercultural aspects as well as the ability to learn independently are all integral parts of this course. This course is also to acquaint the student with elements of decision making and problem solving methods and techniques. Topics will include identifying and solving problem and methods to generate solutions. |
| **SINOPSIS** (*SYNOPSIS*):  This course is principally based on communication and the development of speaking skill enabling the learner to use the language in various contexts and for various objectives. Cultural and intercultural aspects as well as the ability to learn independently are all integral parts of this course. This course is also to acquaint the student with elements of decision making and problem solving methods and techniques. Topics will include identifying and solving problem and methods to generate solutions. |
| **HASIL PEMBELAJARAN** (*LEARNING OUTCOMES*):  Upon completion of the course, students will be able to:   |  |  | | --- | --- | | 1. | Use by recalling the listening strategies in situated work communication ( C1,PLO1 ) | | 2. | Express orally information and ideas effectively in situated work communication ( P3,PLO4 ) | | 3. | Adopt oral communication skills in managing and solving work related problems. ( A3,PLO7 ) | |
| **ISI KANDUNGAN** (*CONTENT*):   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **MINGGU**  (*WEEK*) | **KANDUNGAN**  (*CONTENT*) | | **SLT** | **PENTAKSIRAN**  (*ASSESSMENT*) | | 1 - 4 | 1.1 | Oral Communication Skills in the workplace | 14 | Tutorial, Tests, Presentation and Final Examination | |  | 1.2 | Provide information and express ideas orally | |  | 1.3 | Demonstrate by using role-play to give better understanding | | 5-9 | 1.4 | Oral Presentation Skills | 14 | Tutorial, Tests, Presentation and Final Examination | |  | 1.5 | Develop skills in preparing and delivering formal oral presentations | |  | 1.6 | Identify purpose, research topics and develop content | | 10-14 | 1.7 | Problem Solving and Decision Making skills | 14 | Tutorial, Tests, Presentation and Final Examination | |  | 1.8 | Manage and handle problems | |  | 1.9 | Integrated Skills | |
| **AMALI** (*PRACTICAL*) : |
| **PENILAIAN** (*ASSESSMENT*):   |  |  |  |  | | --- | --- | --- | --- | | 1. | Penilaian Berterusan (*Continuous Assessment*) | **:** | 60 % | | 2. | Peperiksaan Akhir Amali (*Oral Examination*) | **:** | 10 % | | 3. | Peperiksaan Akhir (*Final Examination*) | **:** | 30 % | |  | **Jumlah** (***Total***) | **:** | **100** % | |
| **RUJUKAN** (*REFERENCES*):   1. English Made Easy 2. Communication English 3. English for Communication website |
| **KEHADIRAN/PERATURAN SEMASA KULIAH** (*LECTURE ATTENDANCE*/*REGULATION*):   1. Pelajar mesti hadir tidak kurang dari 90% masa pertemuan yang ditentukan bagi sesuatu kursus.   *Students must attend lectures not less than 90% of the contact hours for every course*.   1. Pelajar yang tidak memenuhi perkara (1) di atas tidak dibenarkan menghadiri kuliah dan menduduki sebarang bentuk penilaian selanjutnya. Markah sifar (0) akan diberikan kepada pelajar yang gagal memenuhi perkara (1).   *Students who do not fulfill* (*1*) *will not be allowed to attend further lectures and sit for any further examination. Zero mark* (*0*) *will be given to students who fail to comply with* (*1*).   1. Pelajar perlu mengikut dan patuh kepada peraturan berpakaian yang berkuatkuasa dan menjaga disiplin diri masing-masing untuk mengelakkan dari tindakan tatatertib diambil terhadap pelajar.   *Students must obey all rules and regulations of the university and must discipline themselves in order to avoid any disciplinary actions against them.*   1. Pelajar perlu mematuhi peraturan keselamatan semasa proses pembelajaran dan pengajaran.   *Student must obey safety regulations during learning and teaching process.* |
| **MATRIK HASIL PEMBELAJARAN KURSUS DAN HASIL PEMBELAJARAN PROGRAM**  (*MATRIX OF COURSE LEARNING OUTCOMES AND PROGRAMME LEARNING OUTCOMES*)  Dilampirkan (*As attached*). |