

1	Course Name:	Communication Skills										Version Number:	VE1
	Course Code:	BM502-4-0										Effective Date:	01 Aug 2023
	Course Classification:	Major (Core)											
2	Synopsis:	This module builds on the basic communication skills needed by students in a higher education context. It focuses on pragmatic skills that will enable the learners to engage with various and audience. Awareness on clarity in communication is emphasized which will develop confidence in exchanging ideas in a team.											
3	Name(s) of Academic Staff:	1	Nurjahan Othman										
		2	Ruthira Nair										
		3	Muhammad Ma'wa										
4	Semester and Year offered:	See Programme Specification (Module may be delivered on multiple programmes and therefore in different years/semesters)											
5	Credit Value:	4											
6	Pre-requisite/ co-requisite (if any):	N/A											
7	Course Learning Outcomes (CLO)	CLO1	Demonstrate pragmatic competence in a contextually appropriate fashion (A3, PLO5)										
		CLO2	Explain communication skills with clarity (C2, PLO1)										
		CLO3	Practice group discussion confidently (A2, PLO4)										
8	Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment Methods												
	Course Learning Outcomes	Programme Learning Outcomes (PLO)										Teaching Methods	Assessment Methods
		Knowledge and Understanding PLO 1	Cognitive Skills PLO 2	Practical Skills PLO 3	Interpersonal Skills PLO 4	Communication Skills PLO 5	Digital Skills PLO 6	Numeracy Skills PLO 7	Leadership, Autonomy & Responsibility PLO 8	Personal Skills PLO 9	Entrepreneurial Skills PLO 10		
	CLO1				√							Tutorial	Group Presentation
	CLO2	√										Lecture	Exam
	CLO3				√							Tutorial	Group Report
	Mapping with MQF Cluster of Learning Outcomes					C3C							
		C1											
					C3B								
	Indicate the primary causal link between the CLO and PLO by ticking '√' in the appropriate box.												
	C1 = Knowledge & Understanding, C2 = Cognitive Skills, C3A = Practical Skills, C3B = Interpersonal Skills, C3C = Communication Skills, C3D = Digital Skills, C3E = Numeracy Skills, C3F = Leadership, Autonomy & Responsibility, C4A = Personal Skills, C4B = Entrepreneurial Skills, C5 = Ethics & Professionalism												
9	Transferable Skills (if applicable)												
	(Skills learned in the course of study which can be useful and utilized in other settings)												
	1	Communication Skills											
	2	Interpersonal skills											
	3												
	Open-ended response (if any)												
	4												
10	Distribution of Student Learning Time (SLT) Note: This SLT calculation is designed for home grown programme only.												

Course Content Outline and Subtopics		CLO*	Learning and Teaching Activities**												Total SLT
			Face-to-Face (F2F)												
			Physical				Online/ Technology-mediated (Synchronous)				NF2F Independent Learning (Asynchronous)				
			L	T	P	O	L	T	P	O					
1	Meeting Skills - 1	1													11
2	Presentation Skills - 1	1													11
3	Presentation Skills - 2	1													10
4	Introduction to Communication - 1	2													9
5	Introduction to Communication - 2	2													9
6	Communication Barriers - 1	2													9
7	Communication Barriers - 2	2													9
8	Intercultural Communication - 1	2													9
9	Intercultural Communication - 2	2													9
10	Correspondence	3													7
11	Telephone Communication	3													7
12	Report Writing	3													8
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
SUB-TOTAL SLT:															132
Continous Assesment		%	Face-to-Face (F2F)								NF2F Independent Learning for Assessment (Asynchronous)				
			Physical				Online/ Technology-mediated (Synchronous)								
1	Group Presentation	30													7.5
2	Group Report	20													6
3															
4															
5															
SUB-TOTAL SLT:															14
Final Assesment		%	Face-to-Face (F2F)								NF2F Independent Learning for Assessment (Asynchronous)				
			Physical				Online/ Technology-mediated (Synchronous)								
1	Final Exam	50													12
2															
3															
4															
5															
SUB-TOTAL SLT:															14
SLT for Assessment:															28
GRAND TOTAL SLT:															160
A	$\frac{[Total\ F2F\ Physical]}{[Total\ F2F\ Physical + Total\ F2F\ Online + Total\ Independent\ Learning]} \times 100\%$														
B	$\frac{[Total\ F2F\ Online + Total\ Independent\ Learning]}{[Total\ F2F\ Physical + Total\ F2F\ Online + Total\ Independent\ Learning]} \times 100\%$														100.00
C	$\frac{[F2F\ Physical\ Practical + F2F\ Online\ Practical]}{[Total\ F2F\ Physical + Total\ F2F\ Online + Total\ Independent\ Learning]} \times 100\%$														
C1	$\frac{[Total\ F2F\ Physical\ Practical]}{[Total\ F2F\ Physical + Total\ F2F\ Online + Total\ Independent\ Learning]} \times 100\%$														
C2	$\frac{[Total\ F2F\ Online\ Practical]}{[Total\ F2F\ Physical + Total\ F2F\ Online + Total\ Independent\ Learning]} \times 100\%$														

Please tick (v) if this course is Industrial Training/ Clinical Placement/ Practicum using 50% of Effective Learning Time (ELT)

Note:

* Indicate the CLO based on the CLO's numbering in Item 8

** For ODL programme: Courses with mandatory practical requirements imposed by the programme standards or any related standards can be exempted from complying to the minimum 80% ODL delivery rule in the SLT.		
11	Identify special requirement or resources to deliver the course (e.g., software, nursery, computer lab, simulation room etc)	Bovée, C. L., & Thill, J. V. (2020). Business Communication Essentials: Fundamental Skills for the Mobile-digital-social workplace. Pearson.
12	References (include required and further readings, and should be the most current)	
13	Other additional information (if applicable)	

Note: Number of PLO indicated is purely for illustration purposes only and the number is subjected to the curriculum design.