

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																																																																																																																																																																																																																
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9	Transferable Skills (if applicable)	<p>(Skills learned in the course of study which can be useful and utilized in other settings)</p> <table border="1"> <tr> <td>1</td> <td>Communication Skills</td> </tr> <tr> <td>2</td> <td>Interpersonal skills</td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td colspan="2">Open-ended response (if any)</td> </tr> <tr> <td>4</td> <td></td> </tr> </table>												1	Communication Skills	2	Interpersonal skills	3		Open-ended response (if any)		4																																																																																																																																																																																												
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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)								NF2F Independent Learning (Asynchronous)		
				Physical				Online/ Technology-mediated (Synchronous)						
				L	T	P	O	L	T	P	O			
1	Meeting Skills - 1	1						3				11		
2	Presentation Skills - 1	1						2				11		
3	Presentation Skills - 2	1						2				10		
4	Introduction to Communication - 1	2					2					9		
5	Introduction to Communication - 2	2					2					9		
6	Communication Barriers - 1	2					2					9		
7	Communication Barriers - 2	2					2					9		
8	Intercultural Communication - 1	2					2					9		
9	Intercultural Communication - 2	2					2					9		
10	Corespondence	3						2				7		
11	Telephone Communication	3						1				7		
12	Report Writing	3						2				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						0.5			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						2			12			
2														
3														
4														
5														
SUB-TOTAL SLT:													14	
SLT for Assessment:													28	
GRAND TOTAL SLT:													160	
A	% SLT for F2F Physical Component: [Total F2F Physical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]												100.00	
B	% SLT for Online & Independent Learning Component: [(Total F2F Online + Total Independent Learning) / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]													
C	% SLT for All Practical Component: [% F2F Physical Practical + % F2F Online Practical]													
C1	% SLT for F2F Physical Practical Component: [Total F2F Physical Practical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]													
C2	% SLT for F2F Online Practical Component: [Total F2F Online Practical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 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.		