UNIVERSITI TEKNOLOGI MARA
OBM301: INFORMATION AND RESEARCH SKILLS FOR OFFICE PROFESSIONALS

Course Name (English)	INFORMATION AND RESEARCH SKILLS FOR OFFICE PROFESSIONALS APPROVED
Course Code	OBM301

MQF Credit	

Course Description	This course is an overview of information resources and the skills required to develop a research effectively. Through lectures, hands-on, assignments, and other methods, students learn to understand the need to conduct a research by understanding the world of knowledge, know the variety of information sources available, how to locate and search the needed information and use all available resources, printed and online services to develop strategies in conducting a good research.

Transferable Skills	-

Teaching Methodologies	Lectures, Blended Learning, Field Trip

CLO	CLO1 CO1 Define the concept of information, their use and purpose in academic and other fields. CLO2 CO2 Describe the sources of information available and use it effectively in completing tasks. CLO3 CO3 Manipulate information and communication technology applications to get access to printed and online information to develop a good research.

Pre-Requisite Courses	No course recommendations

Topics

1. 1. Overview of information
1.1) Importance of information and knowledge
1.2) Importance of knowledge to organizations
1.3) Information literacy

2. 2. Sources of information
2.1) People
2.2) Organizations
2.3) Information system
2.4) Literature
2.5) Categories of information

3. 3. Types of information
3.1) Quantitative information
3.2) Qualitative information
3.3) Graphic information

4. 4. Organizing and searching information
4.1) Online public access catalog
4.2) Online database
4.3) Search engines
4.4) Classification schemes

5. 5. Bibliographic citations
5.1) American Psychological Association(APA)
5.2) Modern Language Association (MLA)

6. 6. Introduction to research
6.1) Types of research

7. 7. Issues in research
7.1) Plagiarism
7.2) Research ethics

8. 8. Writing a research report
8.1) Research writing in general
8.2) Referencing
8.3) Writing a bibliography
8.4) Developing an outline

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Grouping Online Database	20%	CLO3
	Assignment	Grouping Writing Paper	20%	CLO2
	Assignment	Grouping Bibliographic Citation	30%	CLO2
	Online Quiz	Quiz 1 & Quiz 2	10%	CLO1
	Online Quiz	Online Final Test	20%	CLO1

Reading List	This Course does not have any book resources
Article/Paper List	This Course does not have any article/paper resources
Other References	• **Book Anderson, E., Gosling, M., & Mortimer, M. 1999,** *Learn basic library skills***, Book Promotion & Services, Canberra** • **Book Gates, J.K. 1994,** *Guide to the use of libraries and information sources* **, McGraw Hill, New York** • **Book Katz, W.A 2002,** *Introduction to reference work***, McGraw Hill, New York** • **Book Troyka, L.Q 2002,** *Simon & Shcuster handbook for writers* **, Prentice Hall, New Jersey**