



UNIVERSITI TEKNOLOGI MARA

IMD121: COMMUNICATION SKILLS FOR INFORMATION PROFESSIONALS

<b>Course Name (English)</b>	COMMUNICATION SKILLS FOR INFORMATION PROFESSIONALS <b>APPROVED</b>
<b>Course Code</b>	IMD121
<b>MQF Credit</b>	3
<b>Course Description</b>	This course is designed to provide students with the skills to communicate confidently and effectively in personal, social and workplace interactions. It covers the major areas and skills of the broad field of human communication including interpersonal, small group communication and interview. It also deals with learning skills and techniques essential to effective communication in settings that include non-verbal and verbal message and styles of effective listening and to begin to put them into practice in students' life.
<b>Transferable Skills</b>	1. Effective Communicator 2. Responsive
<b>Teaching Methodologies</b>	Lectures, Discussion, Presentation, Role Play
<b>CLO</b>	CLO1 Explain the basic concepts of communication and to obtain a general knowledge of the various areas of human communication. CLO2 Discuss written and verbally communicate in different channels of information distribution. CLO3 Organize ideas in a small group and sharing information for lifelong learning.
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Reading List</b>	<b>Reference Book Resources</b> • Joseph A. DeVito 2015, <i>Human Communication the basic course</i> , 13 Ed., Pearson New York [ISBN: 1-292-05710-6]
<b>Article/Paper List</b>	This Course does not have any article/paper resources
<b>Other References</b>	This Course does not have any other resources