



UNIVERSITI TEKNOLOGI MARA

IMD157: COMMUNICATION SKILLS FOR INFORMATION PROFESSIONAL I

Course Name (English)	COMMUNICATION SKILLS FOR INFORMATION PROFESSIONAL I APPROVED				
Course Code	IMD157				
MQF Credit	3				
Course Description	This course is designed to provide students with the skills to communicate successfully in personal, social and workplace interactions. It emphasized the essential skills of human communication including interpersonal communication and small group communication. It seeks to explain the basic principles and skills underlying all forms in communication. It also deals with the nature of the communication forms such as interpersonal and small group communication and emphasizes the skills that make possible more effective interpersonal conversation and relationships and small group participation and leadership.				
Transferable Skills	Reflective Learner, Effective Communicator, Responsive, Balanced graduate (Intellectual-Spiritual-Emotional)				
Teaching Methodologies	Lectures, Discussion				
CLO	<p>CLO1 Define the basic concepts of communication as a process of understanding and sharing meaning.</p> <p>CLO2 Demonstrate effective communication skills.</p> <p>CLO3 Describe the development of interpersonal relationships and how it accommodates in daily life</p> <p>CLO4 Participate and lead small group for ideas generating, information sharing and problems solving</p>				
Pre-Requisite Courses	No course recommendations				
Reading List	<table border="1"> <tr> <td>Recommended Text</td> <td> <ul style="list-style-type: none"> Devito, J.A. 2008, <i>Essentials of human communication (6th Ed.)</i>, Boston: Pearson Education. </td> </tr> <tr> <td>Reference Book Resources</td> <td> <ul style="list-style-type: none"> Devito, J. A. 2005, <i>Essentials of human communication</i> , 5 Ed., Boston: Pearson Education Doyle, T. 2004, <i>Communication unbound</i>, Boston: Pearson Education Hashim Fauzy Yaacob. 2001, <i>Komunikasi antara manusia.</i>, Johor: Universiti Teknologi Malaysia. Mclean, S. 2005, <i>The basis of interpersonal communication</i>, Boston: Pearson Education. Morreale, S. P., Spitzberg, B.H., & Barge J.K 2007, <i>Human communication: Motivation, knowledge & , 2 Ed.</i>, Australia: Thomson Wadsworth. Hoover, J.D. 2002, <i>Effective small group and team communication</i>, Fortworth: Harcourt College Publishing Tubbs, S.L., & Moss, S. 2000, <i>Human communication</i> , 8 Ed., Boston: McGraw-Hill </td> </tr> </table>	Recommended Text	<ul style="list-style-type: none"> Devito, J.A. 2008, <i>Essentials of human communication (6th Ed.)</i>, Boston: Pearson Education. 	Reference Book Resources	<ul style="list-style-type: none"> Devito, J. A. 2005, <i>Essentials of human communication</i> , 5 Ed., Boston: Pearson Education Doyle, T. 2004, <i>Communication unbound</i>, Boston: Pearson Education Hashim Fauzy Yaacob. 2001, <i>Komunikasi antara manusia.</i>, Johor: Universiti Teknologi Malaysia. Mclean, S. 2005, <i>The basis of interpersonal communication</i>, Boston: Pearson Education. Morreale, S. P., Spitzberg, B.H., & Barge J.K 2007, <i>Human communication: Motivation, knowledge & , 2 Ed.</i>, Australia: Thomson Wadsworth. Hoover, J.D. 2002, <i>Effective small group and team communication</i>, Fortworth: Harcourt College Publishing Tubbs, S.L., & Moss, S. 2000, <i>Human communication</i> , 8 Ed., Boston: McGraw-Hill
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Article/Paper List	This Course does not have any article/paper resources				
Other References	This Course does not have any other resources				