

COURSES TAUGHT IN THE PROGRAMME

CORE COURSES:	COURSE SYNOPSIS
YEAR 1 / SEMESTER 1	
INTRODUCTION TO LISTENING AND SPEAKING (ENG 1032) Credit Hours: 2	This course provides intensive practice in basic listening and speaking skills for second language learners of English. Content includes essential listening and speaking skills; information transfer, note-taking, descriptive and informative speech as well as group discussion skills. Students will be assessed in three speaking tests and three listening tests.
GRAMMAR BASICS (ENG 1403) Credit Hours: 3	This course provides intensive practice in basic grammar skills for second language learners of English. Content includes correct use of basic verb tenses, possessives, sentence structures, adverbials, adjectives, articles, prepositions and phrasal verbs. Students will be assessed in five topical tests, one infographic poster design and one final examination.
INTRODUCTION TO READING (ENG 1203) Credit Hours: 3	This course focuses on the skills which good readers bring to the task of reading. Link is made between the purpose for the reading and the way in which we read. Reading both in the classroom and outside is encouraged, using both academic texts and more traditional literature texts. Students are encouraged to read in English on a daily basis with a view that reading is linked to vocabulary development and an outstanding of the structures of English.
INTRODUCTION TO WRITING (ENG 1213) Credit Hours: 3	Introduction to Writing aims to introduce students to structures of writing sentences and essays in English. The course focuses on writing interesting details on numbers of topics throughout the curriculum namely narrative, opinion, biographical and compare and contrast essay. In this course, students will plan, draft, edit and write the essay according to the theme given. The student will be assessed individually.
COMPUTING FUNDAMENTALS (ITE 1043) Credit Hours: 3	Computing Fundamentals (ITE 1043) aims to introduce the students to basic computing skills that can be applied in their daily life. It introduces the use of computer in business applications such as word processing, spreadsheet and presentation software. It also exposes students to the fundamentals of internet and its applications.
YEAR 1 / SEMESTER 2	
BUSINESS COMMUNICATION 1 (COM 1183) Credit Hours: 3	Business Communication 1 aims to prepare the students with real world corporate communication and dealing with communication problems. It is also to prepare the students to all sorts of business documentations including emails that suit the latest type of communication in corporate world.

	Tasks involve social interactions and a range of more academic spoken texts. Students undertake presentation, and engage in problem solving activities and telephone communication. Texts-types analyzed and produced include personal and business correspondence, including inquiry letters, sales letters, and collection letters.
ACADEMIC READING AND WRITING (ENG 1223) Credit Hours: 3	Academic Reading and Writing aims to introduce students about how the work of academic reading and writing happens in tertiary level. The course focuses on reading comprehension and writing academic essay. In this course, students will develop their understanding of how to develop critical reading skills. They also will be explained the structure of academic essay and types of academic essay. The students will be assessed individually both in reading comprehension and writing academic essay. Students are exposed to independent learning, critical thinking, and study skills. Research skills are also developed through the assigned tasks.
YEAR 1 / SEMESTER 3	
BUSINESS COMMUNICATION 2 (COM 2193) Credit Hours: 3	Business Communication 2 aims to equip students with further knowledge related to business environment. It focuses on the skills for working in the environment through a range of topics; registers of professional communication in different settings; a range of skill development tasks. The assessments include written tests, speaking test in a form of mock interview, entrepreneurial-based project conducted in small groups and a final examination. Students are expected to apply communication skills in both writing and speaking as well as their entrepreneurship interest.
INTRODUCTION TO TERTIARY LEARNING (EDU 1023) Credit Hours: 3	Introduction to Tertiary Learning aims to introduce students to the context of tertiary learning and develop a range of academic reading, writing and research skills as a basis for future university study. It consists of organization of materials and time; topic and question analysis; concept mapping; information literacy; effective reading; note-taking; academic convention; writing techniques (thesis, objectivity, inclusive language, plagiarism, standard English); managing information (annotated bibliographies); presentation of work (proof reading, editing etc.); using feedback; academic arguments.
ENGLISH IN MEDIA 1 (ENG 1323) Credit Hours: 3	This course emphasizes the foundation of media studies, as well as incorporating language features in media. It covers topics related to basic features, functions and structure of newspaper, television and radio productions. It also enables students to take a hands-on approach to the course through its coursework element. Through their study, students gain a range of lifelong skills, including the ability to apply practical skills creatively.
MUET PREPARATION 1 (ENG 1492) Credit Hours: 2	This course builds on skills practised in Malaysian University English Test (MUET) with a focus on the development of listening and speaking skills. It is to help the students in mastering the skills required to excel in the MUET listening and speaking test using a step-by-step approach.

YEAR 2 / SEMESTER 1	
CRITICAL LITERACY (COM 2533) Credit Hours: 3	Critical Literacy is a course in semester 4 in the Diploma in English Communication. In this subject we will consider how texts are constructed and how readers are positioned to understand texts: knowledge which is essential for academic reading and writing. The subject will cover several critical literacy methods for analyzing texts such as Discourse Analysis, 'The Rule of 10' and Elementary Process and justification of one's stance.
GROUP DYNAMICS (COM 2573) Credit Hours: 3	This course focuses on ways of becoming aware oneself as a communicator; discover the factors that influence communication between people – including diversity, developing interpersonal and group skills. It also focuses on the purpose of groups and team processes; finding out how useful they can be if they work well, and looking at the problems which deter groups from working effectively, leadership styles and strategies to manage conflicts.
INTRODUCTION TO LITERATURE (ENG 2383) Credit Hours: 3	This course focuses on developing intercultural understanding in an increasingly diverse world, through literary texts. Students are also exposed to the development of language proficiency in all macro skills and development of awareness of language in an area of English, which demands interpretative abilities. They are also expected to engage in a revision of various literary texts.
ENGLISH IN MEDIA 2 (ENG 2333) Credit Hours: 3	This course provides the continuation from English in Media 1 while still incorporating language features in media. This course also exposes students to an array of media related core content such media ethic, writing opinion and bias, press release and online media. These courses also demand the students to produce an end product of media related programs such as travel log and newsletter. Translation also been added to this subject where the student learn fundamental knowledge of translation to make them equip with the demanding media industry. Through their study, students gain a range of lifelong skills, including the ability to apply practical skills creatively and independently.
e-ENTREPRENEURSHIP (ETR 2583) Credit Hours: 3	This subject introduces students the basic knowledge and understanding on entrepreneur- ship and the practical approach of identifying and exploiting business opportunities. Students are exposed to the basic principles of how to do business and the challenges that they are going to face if they choose to be an entrepreneur.
YEAR 2 / SEMESTER 2	
MUET PREPARATION 2 (ENG 2372) Credit Hours: 2	This course builds on skills practised in MUET with an emphasis on the development of reading and writing skills. It focuses on the skills involved and guidelines on how to tackle exam questions and helps the students in

	mastering the skills required to excel in the MUET reading and writing test using a step-by-step approach.
DIGITAL AND MOBILE COMMUNICATION (ITE 2563) Credit Hours: 3	The course will introduce the basic concept of e-learning theory and practices to be used in learning and communication. Students will also learn about Internet etiquette (netiquette) where they have to display it during their participation in online forum. In addition to learning how to exploit the Internet facilities, students will create their own electronic publishing which will reflect their abilities to apply the gained knowledge and skills from the course. They will also learn how to evaluate Internet technologies alternatives for e-learning and communication problem solving.
YEAR 2 / SEMESTER 3	
WORKPLACE COMMUNICATION (COM 3593) Credit Hours: 3	The course focuses on communication skills necessary to function well in the workplace environment. Students are exposed to various crucial factors influencing one's conduct – culture, context, conflict and resolution, leadership, and roles of media. Other skills emphasized are on developing students' negotiation skills as well as developing their problem solving skills.
INTRODUCTION TO RESEARCH METHODS (ENG 3563) Credit Hours: 3	Introduction to Research Methods aims to introduce students to principles of research and writing a research proposal. The course focuses on survey and interview, two common research methods for socio research. In this course, students will plan an investigation, design appropriate instruments, and prepare a proposal based on their selected field of study. The student will be assessed both individually and as a group on skills that focus on research, communication, problem solving, and information management.
HUMAN RESOURCE MANAGEMENT (MGT 2513) Credit Hours: 3	This subject introduces to basic human resource management, interviewing, training and development, performance appraisal, occupational safety and health, industrial relations, international human resource management.
INTRODUCTION TO INTERNATIONAL RELATIONS (BUS 3543) Credit Hours: 3	This course provides students with a framework for understanding international relations in the context of the environment which international interactions and transactions operate.
INTERCULTURAL COMMUNICATION: SOCIETY, STATE AND THE INDIVIDUAL (SOC 3533)	The course focuses on building students' theoretical knowledge in intercultural communication as well as demonstrating the usefulness of this theoretical knowledge in various communicative settings and issues. Among the topics covered are concepts of culture; culture, economy and society; social structures and organization; socialization and the

Credit Hours: 3	construction of identity; social class and stratification; deviance, conformity and control; media; religion; governance; political structures; globalization; international relations. In this course students will produce commentary videos on contemporary issues or cultural practices by applying sociological theories and concepts cover in each topic of the course. In addition, students will launch a social campaign that includes; a social experiment, social media campaign, social initiative programmes and exhibition on a theme, subject or culture. The student will be assessed both individually and as a group on skills that focus on research, communication, problem solving, and information management.
YEAR 2.5 (4 MONTHS)	
INDUSTRIAL TRAINING (ITR 3568) Credit Hours: 8	Industrial Training is a compulsory training program for all students registered in Diploma in English Communication. Students are to undergo the industrial training for sixteen weeks at the agency of their choice. According to the program requirement, students are required to pass the training program before being awarded the diploma. The program provides opportunity for students to practice what they have learned. Practical experience gained from the training is crucial to produce KPM graduates with wide and realistic outlook, and it also provides useful experience from the exposure to work environment. Students are expected to perform field training, to produce a report and to interact with staff and employer in their work place.
COMPULSORY COURSES:	COURSE SYNOPSIS
AMAL ISLAMI (ISL 1022) Credit Hours: 2	Kursus ini bertujuan untuk memberikan pengetahuan dan kaedah pelaksanaan ibadah asas dengan betul dan bertepatan menurut kehendak syariat Islam agar pelajar dapat melaksanakan tuntutan agama, mengamalkan dan membudayakannya dalam kehidupan.
PENDIDIKAN MORAL (SOC 1022) Credit Hours: 2 (Bagi non-muslim)	Kursus ini memperkenalkan asas moral menurut perspektif agama, penyelesaian konflik moral dan menyenaraikan beberapa masalah dan isu moral. Kursus ini juga disediakan bagi melahirkan dan membentuk individu menyeluruh dan seimbang, matang dan bermaklumat yang berupaya menaakul, berperasaan dan bertingkah-laku moral ke arah pembangunan masyarakat beretika yang adil dan berkepedulian.
PENGHAYATAN ISLAM (ISL 1012) Credit Hours: 2	Kursus Penghayatan Islam memberi penekanan dalam melahirkan Generasi Ulul Albab yang memahami dan menjiwai tiga teras utama iaitu: i. Quranik ii. Ensiklopedik iii. Ijtihadik Kursus ini juga bertujuan untuk membolehkan pelajar mengamalkan cara hidup Islam yang sebenar. mampu membudayakan Al-Quran dan pemikiran Ulul Albab dalam kehidupan seharian.

<p>PENDIDIKAN MORAL 2 (SOC 1032) Credit Hours: 2</p>	<p>Kursus ini memperkenalkan asas moral menurut perspektif agama, penyelesaian konflik moral dan menyenaraikan beberapa masalah dan isu moral. Kursus ini juga disediakan bagi melahirkan dan membentuk individu menyeluruh dan seimbang, matang dan bermaklumat yang berupaya menaakul, berperasaan dan bertingkah-laku moral ke arah pembangunan masyarakat beretika yang adil dan berkepedulian.</p>
<p>PUBLIC COMMUNICATION SKILLS (MPU 2222) Credit Hours: 2</p>	<p>The course will help the students to enhance communication skills which can be applied to the real world. In addition, the course will help the students to boost their confidence level to speak in public. Students will also learn on how to inform and persuade effectively.</p>
<p>PENGAJIAN MALAYSIA 2 (MPU 2163) Credit Hours: 3</p>	<p>Kursus ini membincangkan sejarah dan politik, Perlembagaan Malaysia, sistem dan struktur pentadbiran negara, kemasyarakatan dan perpaduan dan pembangunan negara dan agama kepercayaan. Kursus ini adalah bertujuan untuk melahirkan graduan yang mempunyai identiti kebangsaan dan semangat patriotisme yang unggul. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tugasan, peperiksaan dan pengalaman pembelajaran.</p>
<p>DINAMIKA ISLAM DI MALAYSIA (MPU 2372) Credit Hours: 2</p>	<p>Kursus ini bertujuan untuk melahirkan warganegara yang faham tasawwur (konsep) Islam adalah satu cara hidup yang komprehensif, bersepadu dan seimbang. Kursus ini juga berhasrat untuk pelajar memahami situasi semasa berkaitan kehidupan masyarakat di Malaysia, mengaitkannya dengan ajaran dan cara kehidupan Islam yang betul serta mengamalkan kaedah berinteraksi dengan orang bukan Islam mengikut ajaran Islam.</p>
<p>MANDARIN PROFICIENCY 1 (FLG 1072) Credit Hours: 2</p>	<p>This course exposes students to Mandarin Language. It helps students' development in reading, writing and oral communication skills at basic level.</p>
<p>MANDARIN PROFICIENCY 2 (FLG 1082) Credit Hours: 2</p>	<p>This course exposes students to Mandarin Language. It is a continuation from Mandarin Proficiency 1 (FLG 1072). It further helps students' development in reading, writing and oral communication skills at intermediate level.</p>
<p>MANDARIN PROFICIENCY 3 (FLG 2532) Credit Hours: 2</p>	<p>This course is a continuation from Mandarin Proficiency 2 (FLG 1082) and exposes students to more complex structures in Mandarin Language. It further helps students' development in reading, writing and oral communication skills.</p>

<p>KEMAHIRAN & TANGGUNGJAWAB SOSIAL (MPU 2482) Credit Hours: 2</p>	<p>Kursus ini membolehkan pelajar untuk mengaplikasikan kemahiran insaniah melalui pelaksanaan projek khidmat masyarakat. Pelajar akan dapat mengurus sesuatu program kemasyarakatan melalui kemahiran insaniah seperti komunikasi, kepimpinan, kerja berpasukan, pemikiran kritis, penyelesaian masalah dan tanggungjawab sosial. Ia juga memberikan peluang kepada pelajar untuk menimba pengalaman secara realiti untuk bersama-sama dengan masyarakat setempat melaksanakan aktiviti tersebut atau melibatkan diri bersama-sama agensi sukarelawan.</p>
<p>CO-CURRICULUM 1: KELAB DAN PERSATUAN (KQK 1011 - KQK 1131) Credit hour: 1</p>	<p>Kursus ini memberi peluang pelajar untuk melibatkan diri dalam kelab dan persatuan melalui Pengurusan kelab, Aspek praktikal ,Kepimpinan dan Penyelesaian masalah.</p>
<p>CO-CURRICULUM 1: SUKAN DAN PERMAINAN (KQS 1011-1041) Credit Hour: 1</p>	<p>Kursus ini memberi peluang kepada pelajar untuk melibatkan diri dalam sukan secara lansung melalui pembelajaran pengetahuan sukan permainan,kemahiran dan tatacara pengelolaan permainan.</p>
<p>CO-CURRICULUM 2: KESATRIA (KQB 1051) Credit Hour: 1</p>	<p>Kursus ini akan membentuk sahsiah diri pelajar, mendisiplinkan diri, rasa hormat yang tinggi dan kebertanggungjawaban ke atas tugas yang diberi.</p>