

FSK40602 Professional Image Building

This course introduces students to the importance of presenting a positive attitude and professional image as well as the importance of 'first impressions'. Professional image also deals with appropriate telephone techniques, the effects of effective and appropriate communication, verbal or non-verbal for the benefits of the organization.

FSK40702 Presentation Skills

This course will prepare students with the skills needed to plan, organize and deliver an effective yet persuasive presentation with confidence to audience. Research has shown that presentation skills are vital and common at workplace.

FSK40802 Negotiation Skills

This course emphasizes on task-based learning approach and focuses on building and developing students' negotiation skills. Importance is given on mastery of self-directed learning, teamwork, research, oral presentations, reasoning and creativity.

FSK40902 Organisational Communication

The course will provide students with the introduction to human interaction through communication within the organization that is also concern with the communication with people in diversify culture in their workplace.

FSK41002 New Media Communication

This course is focused on the understanding and practical application of the new technologies and social software known as Web 2.0, such as blogs, tags, technorati, RSS news feeds, aggregators, flickrblogs, wikis, del.icio.us, and twitter to create new cultures of communication through current and new media.

FSK41104 Seminar in English for Professionals

The course intends to expose students on planning an educational event like seminar and conference. It emphasizes on more on task-based approach with a tinge of PBL approach in organizing an event. Students will be exposed to various approaches in dealing with people professionally especially in the planning of the seminar.



KETERANGAN LANJUT

Sila hubungi:

Pusat Pendidikan Berterusan (CEC)

Universiti Tun Hussein Onn Malaysia

86400 Parit Raja, Batu Pahat, JOHOR.

☎ +607-4538164 (Cik Noor Faizah)

E-mail : faizahj@uthm.edu.my

atau

Fakulti Sains, Sastera & Warisan (FSSW)

Universiti Tun Hussein Onn Malaysia

86400 Parit Raja, Batu Pahat, JOHOR.

☎ +6012-7217280 (Cik Fazita)

E-mail : fazita@uthm.edu.my

***Pihak kami berhak untuk membatalkan/menunda tarikh program sekiranya bilangan peserta tidak mencapai bilangan minimum.**

****Program ini tidak mendapat pengiktirafan MQA.**



CEC UTHM

Program Diploma Eksekutif Bahasa Inggeris untuk Kemahiran Profesional



SINOPSIS PROGRAM



Program ini dijalankan bagi membolehkan peserta memiliki kelebihan serta memantapkan lagi penguasaan peserta dalam menggunakan Bahasa Inggeris dalam komunikasi.

Ia juga bertujuan meningkatkan usaha mendapatkan pekerjaan serta melanjutkan pelajaran ke peringkat lebih tinggi dan juga membuka luas peluang perniagaan dalam pasaran global hari ini.

Program ini merupakan terjemahan pelaksanaan program pembelajaran sepanjang hayat. Keseluruhan program akan dikendalikan sepenuhnya dalam Bahasa Inggeris.

MAKLUMAT PROGRAM

Keistimewaan Program Diploma Eksekutif

- Dilaksanakan secara separuh masa.
- Menambah nilai akan kemahiran sedia ada.
- Tenaga pengajar yang pakar dalam bidang masing-masing.

Teknik Pengajaran

- Kuliah
- Perbincangan Kumpulan
- Task-Based Learning (TBL)

Jangka Masa Kursus

- Pelaksanaan program adalah dalam tempoh 12 (DUA BELAS) bulan dan perlu memenuhi serta melengkapkan 24 kredit mengikut modul-modul yang telah ditetapkan.

Syarat Kemasukan

- Syarat kemasukan adalah TERBUKA kepada semua.

Siapa Yang Layak

- Sesiapa sahaja yang berminat untuk meningkatkan tahap penguasaan Bahasa Inggeris dalam komunikasi profesional iaitu sama ada di tempat kerja mahupun ketika berhubungan dengan klien.

Yuran

- RM 7,000.00

Kaedah Pembayaran

- KWSP
- Ansuran Bulanan
- Tunai / Cek

Penganugerahan

- Penganugerahan Diploma Eksekutif oleh UTHM

MODUL

FSB40102 Mechanics of English

This course introduces students to general English grammar principles which are essential at professional level. Each aspect of grammar principles is presented implicitly in several themes or topics of interest.

FSB40202 English Language and Culture

This course composes an overview of the multipart relationship between language and culture. The course will observe linguistic variations caused by ethnicity, gender, geography, socioeconomics as well as age it will also highlight problems and issues associated with such variations.

FSB40302 English Pronunciation

This course is designed to give theoretical and practical knowledge of English phonetics and phonology. It provides a comprehensive introduction to phonetic and phonological theory and terminology includes development of skill in sound identification and discrimination, and the control of speech production abilities.

FSB40402 Critical & Creative Writing in English

This writing course offers a study of the general principles of written communication for work purposes, academic, business and creative areas. It will provide students opportunities to practice in the preparation of reports, letters and media writing as well as engage them in analyzing documents in these genres.

FSK40502 Professional Communication

This course will strengthen the communication skills thus enhance one's professionalism, personal presence, and potential for advancement. Topics covered in this course will expose students to various aspect and application of professional communication such as public relations, journalism and interpersonal communication skills.

