



**PRO FORMA KURSUS COURSE
PRO FORMA**

PENTING / IMPORTANT:

Kandungan Pro Forma ini tidak boleh diubah tanpa kelulusan Senat bagi perkara-perkara yang telah ditandakan*. Pindaan kepada perkara lain boleh diluluskan di peringkat Akademi/Fakulti/Institut/Pusat.

*Contents of this Pro Forma shall not be changed without the Senate's approval for items indicated with *. Changes to the other items can be approved at the Academy/Faculty/Institution/Centre level.*

	Versi Bahasa Malaysia Malay Version	Versi Bahasa Inggeris English Version
Akademi/Fakulti/Institut/Pusat <i>Academy/Faculty/Institute/Centre</i>	-	-
Jabatan <i>Department</i>	Pusat Latihan Intern dan Pengayaan Akademik (CITrA)	<i>Centre for Internship Training and Academic Enrichment (CITrA)</i>
Nama Program Akademik <i>Name of Academic Programme</i>	Pemeriksaan Holistik Pelajar (SHE)	<i>Students Holistic Empowerment (SHE)</i>
Kod Kursus* <i>Course Code*</i>	GQJ0005	GQJ0005
Tajuk Kursus* <i>Course Title*</i>	KOMPETENSI BAHASA MELAYU	MALAY LANGUAGE COMPETENCY
Kredit* <i>Credit*</i>	2	2
Masa Pembelajaran Pelajar (SLT) <i>Student Learning Time (SLT)</i>	80	80
Prasyarat/Keperluan Minimum Kursus <i>Course Pre-requisite(s)/Minimum Requirement(s)</i>	Tiada	<i>None</i>
Hasil Pembelajaran Kursus* <i>Course Learning Outcomes*</i>	Di akhir kursus ini, pelajar dapat: <ol style="list-style-type: none"> 1. Mentakrif konsep lisan dan tulisan. 2. Menghuraikan komunikasi lisan dan tulisan 3. Mengaplikasi kemahiran lisan dan tulisan. 	<i>At the end of the course, students are able to:</i> <ol style="list-style-type: none"> 1. Define the concepts of oral and written communication. 2. Explain the concepts of oral and written communication. 3. Apply the concepts oral and written communication skill.



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Sinopsis Kandungan Kursus <i>Synopsis of Course Contents</i>	Kursus ini membicarakan aspek kemahiran berkomunikasi secara lisan seperti dalam ceramah, pidato, taklimat dan ucapan. Dalam kemahiran berkomunikasi secara bertulis pula, akan membincangkan tentang gaya penulisan laporan, surat menyurat, memo dan pelbagai lain yang berkaitan.	<i>This course discusses the aspect of oral communication skills used in lectures, speeches, debates, and public speaking. For written communication skills, the discussions will focus on report writing styles, letter writing, memos and others which are relevant.</i>
Pemberatan Penilaian* <i>Assessment Weightage*</i>	Penilaian Berterusan: 100% Peperiksaan Akhir: -	<i>Continuous Assessment: 100% Final Examination: -</i>
Kaedah Maklum Balas Tentang Prestasi <i>Methodologies for Feedback on Performance</i>	Markah penilaian berterusan akan dimaklumkan kepada pelajar sebelum peperiksaan akhir setiap semester. Keputusan akhir dipamerkan pada papan kenyataan.	<i>Continuous assessment marks will be informed to the students before the final exams. The final results will be displayed on the notice board.</i>
Kriteria Dalam Penilaian Sumatif <i>Criteria in Summative Assessment</i>	Rujuk "Kaedah-Kaedah Universiti Malaya (Ijazah Sarjana Muda) 2019 dan Peraturan-Peraturan Universiti Malaya (Ijazah Sarjana Muda) 2019".	<i>Refer to the "University of Malaya (Bachelor's Degree) Regulations 2019 and University of Malaya (Bachelor's Degree) Rules 2019"</i>

UM-PT01-MQF-BR005-S01



MAKLUMAT KURSUS UNTUK SEMESTER/PENGGAL SEMASA
COURSE INFORMATION FOR CURRENT SEMESTER/TERM