



FACULTY OF LANGUAGE AND COMMUNICATION ProCEL

Community - Driven University For A Sustainable World



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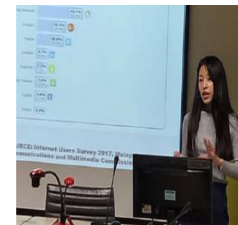
About Us

The faculty, formerly known as Centre for Language Studies, complements the university's vision in its endeavour to become a scholarly institution of choice through the pursuit of excellence in teaching, research and scholarship. Bearing in mind the significance of learning languages, the faculty is progressive in its efforts to consolidate current courses offered, mainly the English, Malay and foreign Language courses. FLC offers full-time undergraduate degrees namely Bachelor of Arts with Honours (Linguistics), Bachelor of Communication with Honours (Strategic Communication), and Bachelor of Arts with Honours (English for Global Communication). The faculty also offers Masters (by research) and Doctor of Philosophy programmes.



ProCEL and FLC Training Expertise

Professional Continuous Excellent Learning (ProCEL) at the Faculty of Language and Communication (FLC) provides a wide range of non-formal lifelong learning opportunities designed to sharpen knowledge and skills, ranging from short courses, training, workshops, master classes, seminars, conventions, conferences and customised training programmes to professionals, executives, and individuals for upskilling in their respective field and practice.



Our Experience

Our faculty has conducted various public training programmes and customised in-house training for interested workplace organisations.

COURSE TITLES

- Third Language Courses (Japanese and Mandarin Language)
- EduTour Programme - Utsunomiya
- Stand out and Land the Job!
- Online Basic Korean Language for Beginners
- SCS Resource Person Development Programme (Assessment for Learning)
- How to make Viva Presentation Slides
- Flipped Classroom: Strategies and Tools
- The Mendeley Magic: Referencing Made Easy
- Research Proposal Writing: Essential Ingredients
- MUET Preparatory Course



List of Courses

Communicative Courses	Upskilling Courses/Training	Other Courses
CC1 Communicative Arabic CC2 Communicative French CC3 Communicative Japanese CC4 Communicative Mandarin CC5 Basic Tamil Language for Beginners CC6 Bahasa Melayu Komunikasi untuk Warganegara Asing	UC1 Communication in the 21st Century Workplace UC2 English for Professional Development UC3 English for Workplace Communication: Professional Writing UC4 English for Workplace Communication: Effective Speaking Skills for Frontliners UC5 English for Workplace Communication: Better Speaking and Writing UC6 Professional and Strategic Communication UC7 Reskilling Interpersonal Communication at the Workplace UC8 Bengkel Pemantapan Penulisan Minit Mesyuarat UC9 Bengkel Pemantapan Bahasa Melayu	OC1 Event Hosting, Etiquette and Protocol (Etiket, Protokol, Pengacaraan (English/Malay) OC2 Research Proposal for Grant Application: The Magical Touch OC3 Doing Academic Research: Problems and Prospects OC4 Read, Write, Research OC5 Acing with Your Viva Presentation Slides OC6 "Jaku Iban dalam Mesia Massa" OC7 Menterjemah Secara Tepat! OC8 Parenting Tips: Teach Your Kids to Read Effectively



Communicative Courses

CC1 – COMMUNICATIVE ARABIC LEVEL 1

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. Identify simple and basic words (nouns and verbs).
2. Distinguish characters and phrases in basic situations.
3. Produce by writing simple isolated words, phrases and sentences.
4. Initiate interaction clearly and effectively using simple phrases and sentences.

COURSE MODULES:

1. Introduction to Arabic language
2. Greetings and Daily Expression
3. Numbers and time
4. Food and beverages
5. Daily routines
6. Shopping

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Communicative Courses

CC2 – COMMUNICATIVE FRENCH LEVEL 1

LEARNING OUTCOMES:


At the end of the course, participants will be able to:

1. Identify simple and basic words (nouns and verbs);
2. Distinguish characters and phrases in basic situations;
3. Produce by writing simple isolated words, phrases and sentences
4. Initiate interaction clearly and effectively using simple phrases and sentences

COURSE MODULES:

1. Alphabets, Pronunciation, Accent
2. Greetings and politeness
3. Self Introduction
4. Time, calendar , seasons
5. Shopping in French

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Communicative Courses

CC3 – COMMUNICATIVE JAPANESE LEVEL 1

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. demonstrate understanding basic Japanese phrases/sentences.
2. distinguish some elements of Japanese Culture.
3. converse basic Japanese in various situations.

COURSE MODULES:

1. Greeting and Self Introduction
2. Family
3. Like and dislike
4. Hobby

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Communicative Courses

CC4 – COMMUNICATIVE MANDARIN LEVEL 1

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. read monosyllabic and disyllabic Chinese words.
2. speak basic Mandarin phrases/sentences;
3. listen to basic Mandarin phrases/sentences.

COURSE MODULES:

1. Introduction to the language & romanised Mandarin (Hanyu Pinyin)
2. Greetings and daily expression
3. Numbers and time
4. Daily routines

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Communicative Courses

CC5 – BASIC TAMIL LANGUAGE FOR BEGINNERS

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. Read and Write basic Tamil language
2. Understand essential grammar
3. Produce key expressions for everyday life
4. Exchange short conversations on daily topics such as greetings, weather, and food.

COURSE MODULES:

1. Introduction to Tamil Alphabets (Vowel)
2. Introduction to Tamil Alphabets (Consonants)
3. Introduction to Tamil Alphabets (conjunction of Vowel and consonants)
4. Introduction to Tamil Singular and Plural
5. Introduction to Tamil tense – Past tense, Future tense, Present tense
6. Introduction to Tamil Interrogative words, Discussion and Exercises.
7. Introduction to Tamil antonyms, Discussion and Exercises.
8. Basic and social conversation
9. Market conversation
10. Touristic conversation

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Communicative Courses

CC6 – BAHASA MELAYU KOMUNIKASI UNTUK WARGANEGARA ASING

HASIL PEMBELAJARAN:

Memperkenalkan bahasa Melayu asas agar peserta boleh berkomunikasi dan dapat menggunakan bahasa Melayu yang mudah untuk pelbagai tujuan.

MODUL KURSUS:

1. Peserta akan didedahkan kepada asas bahasa Melayu, unsur-unsur tatabahasa, nombor, nama-nama hari, membaca teks yang mudah, memahami makna perkataan, menjawab soalan kefahaman, dan menulis ayat mudah. Peserta akan dibimbing untuk berkomunikasi dengan yakin menggunakan bahasa Melayu yang mudah.

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Upskilling Courses/Training

UC1 – COMMUNICATION IN THE 21ST CENTURY WORKPLACE

LEARNING OUTCOMES:

1. Demonstrate oral communicative ability in 21st-century professional situations
2. Prepare business messages for the 21st-century workplace



COURSE MODULES:

1. Speak Like a Leader
 - Understanding and Managing your Fear of Speaking
 - Organising Your Public Speaking
2. Developing 21st Century Communication for Workplace Use
 - Introduction to the 4Cs – Critical thinking, Creativity, Collaboration, Communication
 - Technology-based Communication Tools in the 21st Century
3. Organising Professional Writing for the 21st Century
 - Organising Your Ideas
 - Communicating Good, Neutral, and Negative Messages on Social Media

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Upskilling Courses/Training

UC2 – ENGLISH FOR PROFESSIONAL DEVELOPMENT

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. demonstrate oral communicative ability in specific professional situations.
2. analyse situations in professional contexts using appropriate knowledge.

COURSE MODULES:

1. Module 1 Interpersonal Communication
 - Exploring Workplace Communication
 - Understanding Corporate Culture and Categories of Culture
 - Issues in a Diverse Workplace
2. Module 2 Meeting Skills
 - Introduction to Meeting
 - Meeting Etiquette
 - Meetings in the 21st Century
3. Module 3 Communicating for Results
 - Data Visualization and Analysis
 - Crafting Messages
 - Dynamic Presentation

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Upskilling Courses/Training

UC3 – ENGLISH FOR WORKPLACE COMMUNICATION: PROFESSIONAL WRITING

LEARNING OUTCOMES:


At the end of the course, participants will be able to:

1. understand the basic and key principles in professional writing for workplace context
2. apply different techniques, styles and approaches in writing effective business documents in the workplace
3. produce professional business documents that tailor the needs of their audience in a professional manner

COURSE MODULES:

1. Writing Emails Effectively
2. Good News, Bad News and Goodwill Messages
3. Reports and Proposals
4. 21st Century Business Language

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Upskilling Courses/Training

UC4 – ENGLISH FOR WORKPLACE COMMUNICATION: EFFECTIVE SPEAKING SKILLS FOR FRONTLINERS

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. Understand the basic and key principles for effective speaking and listening skills for front liners
2. Demonstrate essential communication techniques and strategies at public counters
3. Apply principles of professional communication to minimise misunderstanding and deal with difficult situations

COURSE MODULES:

1. Greetings and Introducing Yourself
2. Asking and Answering Questions
3. Dealing with Enquiries
4. Responding and Interrupting
5. Handling Complaints and Making Adjustment
6. Growing Your Confidence

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Upskilling Courses/Training

UC5 – ENGLISH FOR WORKPLACE COMMUNICATION: BETTER SPEAKING AND WRITING

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. apply different techniques, and styles approaches in writing effective business documents in the workplace
2. demonstrate essential communication techniques and strategies for workplace communication
3. apply technical and professional communication principles to minimize misunderstanding in a diverse workplace.

COURSE MODULES:

1. Writing Emails Effectively
2. Good News, Bad News and Goodwill Messages
3. Casual Conversation, Formal & Informal Communication
4. How to be an Effective Presenter?

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Upskilling Courses/Training

UC6 – PROFESSIONAL AND STRATEGIC COMMUNICATION

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. determine communication goals with organizational goals.
2. explore integrating communication with organizational strategy.

COURSE MODULES:

1. Module 1
 - Effective communication at the workplace
 - Public Relations Strategies
 - Integrated Marketing Communication
2. Module 2
 - StrategicCorporate Communication
 - Corporate Writing
 - Communication Planning Management
 - Design Thinking for Strategic Communication
3. Module 3
 - Crisis Communication Strategy
 - Corporate Reputation Management
 - Communication Training and Consultancy

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Upskilling Courses/Training

UC7 – RESKILLING INTERPERSONAL COMMUNICATION AT THE WORKPLACE WORKSHOP

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. Discuss the current interpersonal communication worldview and issues amongst participants
2. Encourage participants to apply interpersonal communication effectively based on the client's workplace environment or conditions



COURSE MODULES:

1. Interpersonal Communication Skills
2. Verbal Communication and Non-Verbal
3. Listening Skills
4. Barriers to Communication and Improving Communication
5. Leadership Communication
6. Conflict Management

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Upskilling Courses/Training

UC8 – BENGKEL PEMANTAPAN PENULISAN MINIT MESYUARAT

HASIL PEMBELAJARAN:

At the end of the course, participants will be able to:

1. Mengenal pasti ciri-ciri, struktur dan gaya bahasa dalam penyediaan minit mesyuarat
2. Membezakan ungkapan khusus yang terdapat dalam minit mesyuarat
3. Menghasilkan minit mesyuarat yang berkualiti

COURSE MODULES:

1. Pengenalan kepada Bengkel
2. Mengenal pasti ciri-ciri, struktur dan gaya bahasa dalam penyediaan minit mesyuarat.
3. Membezakan ungkapan khusus yang terdapat dalam minit mesyuarat.

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Upskilling Courses/Training

UC9- BENGKEL PEMANTAPAN BAHASA MELAYU

HASIL PEMBELAJARAN:

At the end of the course, participants will be able to:

1. Memantapkan pengetahuan peserta berkenaan tatabahasa bahasa Melayu untuk pelbagai tujuan.

COURSE MODULES:

1. Pengenalan kepada Bengkel
2. Kelaziman Kesalahan Umum Bahasa Melayu



Other Courses

OC1 - EVENT HOSTING, ETIQUETTE AND PROTOCOL (ENGLISH/MALAY)

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. identify the etiquettes and protocols for different events
2. identify the event hosting structuring
3. write event hosting scripts
4. conduct event hosting

COURSE MODULES:

1. Event Hosting Structure
2. Understanding Protocols in Event Hosting
3. Event Hosting
4. Completion of Event
5. Event Hosting Simulation

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Other Courses

OC2 – RESEARCH PROPOSAL FOR GRANT APPLICATION: THE MAGICAL TOUCH

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. outline a research grant proposal; and
2. distinguish between high and low quality content for various parts of the research grant proposal.

COURSE MODULES:

1. Effective outline of a research grant proposal
2. Improving the quality of the research grant proposal

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Other Courses

OC3 – DOING ACADEMIC RESEARCH: PROBLEMS AND PROSPECTS

LEARNING OUTCOMES:

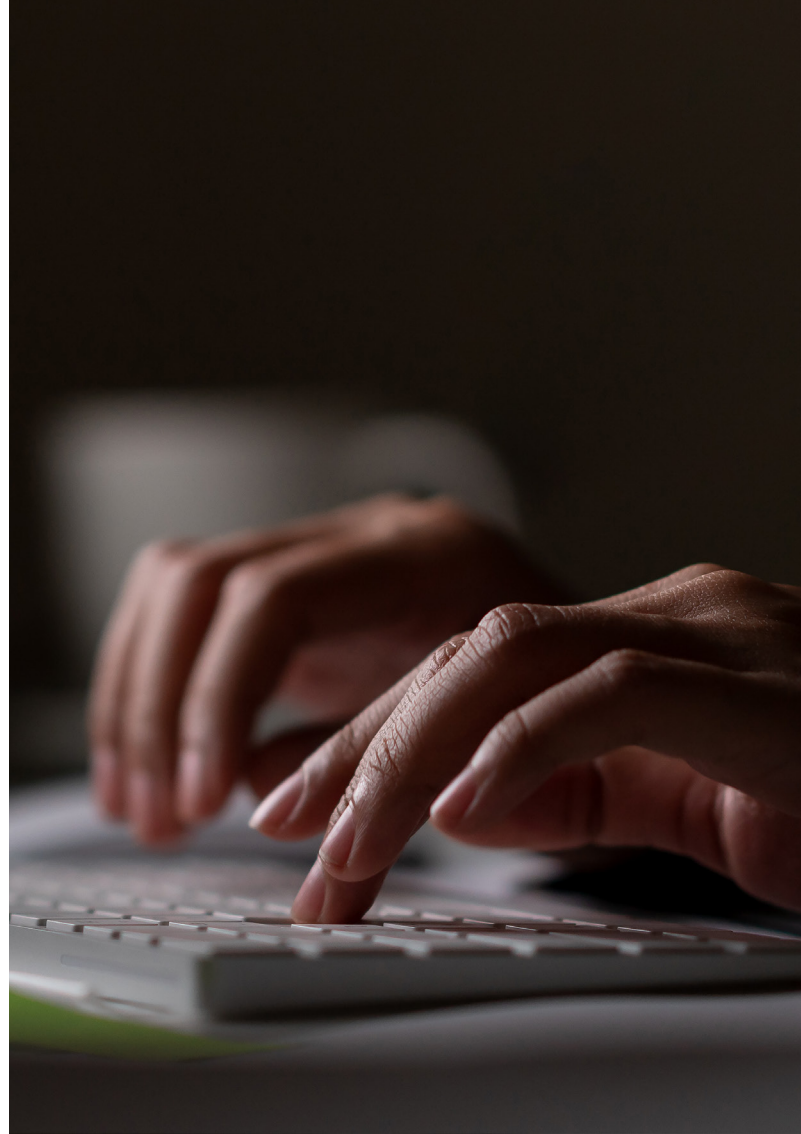
At the end of the course, participants will be able to:

1. Understand the characteristics of research
2. Finding solutions for every problem in research
3. Publish quality research articles

COURSE MODULES:

1. Focusing on Research
2. Characteristics of Research
3. Definition of Research
4. Researcher and the Voice Model
5. Types of Research
6. Doing Quality Research

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Other Courses

OC4 – READ, WRITE, RESEARCH

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. Understand the key principles in doing research
2. Publish quality research articles

COURSE MODULES:

1. Understanding Education Field
2. Key Principles in Research

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Other Courses

OC5 – ACING WITH YOUR VIVA PRESENTATION SLIDES

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. prepare viva presentation slides that include the essential contents; and
2. highlight important pieces of information on the slides.

COURSE MODULES:

1. How to prepare viva presentation slides that include the essential contents
2. How to highlight important pieces of information on the slides

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Other Courses

OC6 – “JAKU IBAN DALAM MEDIA MASSA”

HASIL PEMBELAJARAN:

1. Memberi pendedahan kepada peserta tentang teknik berkomunikasi yang berkesan dalam media massa
2. Mengaplikasikan teknik dan strategi komunikasi lisan serta penulisan.
3. Menghasilkan penulisan berita dalam pelbagai medium.

Modul 1:

- Komunikasi Strategik Pertuturan
- Jaku Engkeman! (Say it Right!)
- Kesantunan dalam berkomunikasi

Modul 2:

- Penulisan Berita
- Akhbar
- Siaran radio
- Televisyen
- Media sosial

Modul 3: Bengkel Penulisan dan Main Peranan

- Berita
- Skrip
- Rencana
- Kapsyen

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.

Other Courses

OC7 – MENTERJEMAH SECARA TEPAT!

HASIL PEMBELAJARAN:

1. Memberi pendedahan kepada peserta tentang teknik penterjemahan yang tepat
2. Mengaplikasikan teknik penterjemahan berdasarkan konteks

MODUL KURSUS:

Modul 1: Pengenalan kepada Penterjemahan

Modul 2: Penterjemahan dalam Konteks

- Budaya
- Bahasa
- Media

Modul 3: Bengkel Aplikasi Terjemahan

- Budaya
- Bahasa
- Media

Note: This course can be tailored from a minimum of 6 hours to 28 hours (or more) sessions. It also can be tailored over a series of weeks instead of continuous hours over 1 to 3 days.



Other Courses

OC8 – PARENTING TIPS: TEACH YOUR KIDS TO READ EFFECTIVELY

LEARNING OUTCOMES:

At the end of the course, participants will be able to:

1. Apply the strategies on how to promote learning through reading and playing.

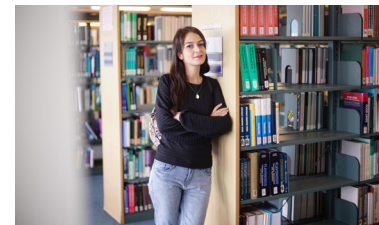
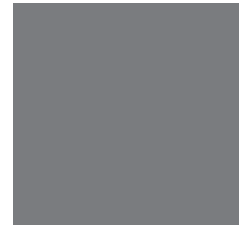
COURSE MODULES:

1. Introduction to reading with children
2. Types of reading materials
3. How to choose suitable reading materials
4. Read and understand
5. Strategies on how to promote learning through reading and playing
6. Hands-on practice session: how to conduct storytelling activities at home with children

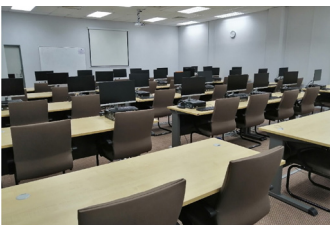
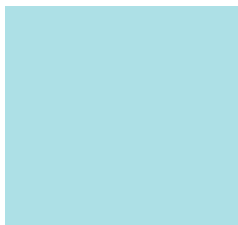
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OUR FACILITIES



Lecture and Tutorial Rooms
Multimedia Theatre
SMART Classroom
Computer Labs
SPACE (Student Lounge)
UBS Training Classrooms





Contact Us Now



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