


27/1/2025

Table 4: Summary of Course Information



1	Course Name:	ENGLISH FOR CAREER PREPARATION																																																																																																																																																																	
	Course Code:	BJEL2013																																																																																																																																																																	
	Course Classification:	Compulsory																																																																																																																																																																	
2	Synopsis:	This course is designed to equip students with the skills needed for employment. It helps students to improve their spoken and written communication skills in professional settings, particularly in environments where English is used as a medium of communication. (CEFR C1)																																																																																																																																																																	
3	Name(s) of Academic Staff:	1	Ms Leong Poh Yin																																																																																																																																																																
		2																																																																																																																																																																	
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4	Semester and Year offered:	Year Offered:	2	Semester	1	Remarks: This course is offered based on the request from the faculty.																																																																																																																																																													
5	Credit Value:	3																																																																																																																																																																	
6	Pre-requisite/ co-requisite (if any):	NIL																																																																																																																																																																	
7	Course Learning Outcomes (CLO) 	CLO1	Demonstrate the use of correct sentence structures, grammar and vocabulary in spoken communication (A3, PLO5)																																																																																																																																																																
CLO2		Demonstrate the use of correct sentence structures, grammar and vocabulary in written communication (A3, PLO5)																																																																																																																																																																	
CLO3		Propose ideas persuasively and critically in correct sentence structures, grammar and vocabulary (A5, PLO5)																																																																																																																																																																	
8	Mapping of the Course Learning Outcomes to the Programme Learning Outcomes, Teaching Methods and Assessment Methods																																																																																																																																																																		
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	Indicate the primary causal link between the CLO and PLO by ticking '√' in the appropriate box. C1 = Knowledge & Understanding, C2 = Cognitive Skills, C3A = Practical Skills, C3B = Interpersonal Skills, C3C = Communication Skills, C3D = Digital Skills, C3E = Numeracy Skills, C3F = Leadership, Autonomy & Responsibility, C4A = Personal Skills, C4B = Entrepreneurial Skills, C5 = Ethics & Professionalism																																																																																																																																																																		
9	Transferable Skills (if applicable) (Skills learned in the course of study which can be useful and utilized in other settings) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1</td> <td>Communication Skills</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Interpersonal skills</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Ethics and Professionalism</td> </tr> <tr> <td colspan="2">Open-ended response (if any)</td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> </tr> </table>												1	Communication Skills	2	Interpersonal skills	3	Ethics and Professionalism	Open-ended response (if any)		4																																																																																																																																														
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10	Distribution of Student Learning Time (SLT) Note: This SLT calculation is designed for home grown programme only. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="4">Course Content Outline and Subtopics</th> <th rowspan="4">CLO*</th> <th colspan="8">Learning and Teaching Activities**</th> <th rowspan="4">Total SLT</th> </tr> <tr> <th colspan="8">Face-to-Face (F2F)</th> </tr> <tr> <th colspan="4">Physical</th> <th colspan="4">Online/ Technology-mediated (Synchronous)</th> </tr> <tr> <th>L</th><th>T</th><th>P</th><th>O</th> <th>L</th><th>T</th><th>P</th><th>O</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> <td></td> </tr> </tbody> </table>												Course Content Outline and Subtopics	CLO*	Learning and Teaching Activities**								Total SLT	Face-to-Face (F2F)								Physical				Online/ Technology-mediated (Synchronous)				L	T	P	O	L	T	P	O																																																																																																																				
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1	<p>Proposal Writing</p> <ul style="list-style-type: none"> <li>Types of proposals</li> <li>Reasons for writing proposals</li> <li>Format of a proposal</li> <li>Structure and components of proposals</li> <li>Expressions for proposal writing</li> <li>Making suggestions and recommendations</li> <li>Future Tense "will" vs "going to"</li> <li>Reading sample proposals</li> </ul>	CLO2	0	4	0	0	0	0	0	0	16
2	<p>Oral Presentation</p> <ul style="list-style-type: none"> <li>Types of speeches</li> <li>Choosing a Topic</li> <li>Knowing your audience</li> <li>Planning and organising content</li> <li>Transition markers</li> <li>Visual aids</li> <li>Vocal Features</li> <li>Verbal and non-verbal communication</li> <li>Handling questions</li> <li>Overcoming stage fright</li> <li>Language tips for an oral presentation</li> <li>Individual / Group presentations</li> <li>Information/Persuasive Presentations</li> </ul>	CLO1 and CLO3	0	6	0	0	0	0	0	0	11
3	<p>Job Seeking Skills</p> <ul style="list-style-type: none"> <li>Reading and writing job application letters</li> <li>Reading and writing résumé</li> <li>Common headings for curriculum vitae or résumé</li> <li>Using action verbs to describe job responsibilities</li> <li>Preparing for job interviews</li> <li>Types of job interviews</li> <li>Commonly asked questions</li> <li>Using appropriate adjectives to describe personalities during a job interview</li> <li>Dress code and appearance</li> <li>Effective body language in a job interview</li> <li>Understanding appropriate interview etiquette</li> <li>Exercises on job-seeking skills</li> </ul>	CLO1 and CLO2	0	4	0	0	0	0	0	0	14
4	<p>Critical and Analytical Thinking Skills</p> <ul style="list-style-type: none"> <li>Introduction to critical and analytical thinking skills</li> <li>Importance of case studies in critical thinking</li> <li>Tips to answer a case study</li> <li>Using language of probability</li> <li>Brainstorming and group problem-solving activities</li> <li>Presentation of solutions</li> <li>Extracting, discussing and summarising data</li> <li>Giving opinions</li> <li>Brainstorming and applying problem-solving strategies in work-related situations and case studies</li> <li>Presentation of solutions</li> <li>Sample Case study</li> </ul>	CLO3	0	8	0	0	0	0	0	0	14

5	Meeting Skills <ul style="list-style-type: none"><li>Purpose and procedures</li><li>Roles of chairperson, secretary and participants</li><li>Meeting Terminologies</li><li>Notice of meeting, agenda and minutes</li><li>Meeting languages: Form and functions</li><li>Managing conflicts and reaching consensus in meetings</li><li>Exercise on negotiating skills</li><li>Writing minutes</li><li>Reported speech: passive voice</li></ul>	CLO1 and CLO2	0	6	0	0	0	0	0	0	15
6											
7											
8											
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10											
11											
12											
13											
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16											
17											
18											
19											
20											
SUB-TOTAL SLT:											98
Continous Assesement		%	Face-to-Face (F2F)		NF2F Independent Learning for Assessment (Asynchronous)						
			Physical	Online/ Technology-mediated (Synchronous)							
1	Written Assignment	30	1	0	12						
2	Presentation	30	0.5	0	1						
3	Oral Assessment	40	0.5	0	7						
4											
5											
SUB-TOTAL SLT:											22
Final Assesement		%	Face-to-Face (F2F)		NF2F Independent Learning for Assessment (Asynchronous)						
			Physical	Online/ Technology-mediated (Synchronous)							
1	N/A										
2											
3											
4											
5											
SUB-TOTAL SLT:											0
SLT for Assessment:											22
GRAND TOTAL SLT:											120
A	% SLT for F2F Physical Component: [Total F2F Physical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]										25.00
B	% SLT for Online & Independent Learning Component: [(Total F2F Online + Total Independent Learning) / ( Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]										75.00
C	% SLT for All Practical Component: [% F2F Physical Practical + % F2F Online Practical]										0.00
C1	% SLT for F2F Physical Practical Component [Total F2F Physical Practical / ( Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]										0.00
C2	% SLT for F2F Online Practical Component [Total F2F Online Practical / (Total F2F Physical + Total F2F Online + Total Independent Learning) x 100]										0.00

Please tick (✓) if this course is Industrial Training/ Clinical Placement/ Practicum using 50% of Effective Learning Time (ELT)

Note:

\* Indicate the CLO based on the CLO's numbering in Item 8

\*\* For ODL programme: Courses with mandatory practical requirements imposed by the programme standards or any related standards can be exempted from complying to the minimum 80% ODL delivery rule in the SLT.

11	Identify special requirement or resources to deliver the course (e.g., software, nursery, computer lab, simulation room etc)	NIL
12	References (include required and further readings, and should be the most current)	<ol style="list-style-type: none"> <li>1. Guffey, M.E., &amp; Leowry, D. (2022). <i>Business communication, process and product</i> (10th ed.). Cengage Learning, Boston MA.</li> <li>2. Kolin, P.C. (2022). <i>Successful writing at work</i> (12th ed.). Houghton Mifflin, Boston MA.</li> <li>3. Guffey, M.E., &amp; Leowry, D. (2022). <i>Essentials of business communication</i> (12th ed.). Cengage Learning, Boston MA.</li> <li>4. Lynn, W. (2021). <i>Ultimate job search: Master the art of finding your ideal job, getting an interview and networking</i> (6th ed.). Kogan Page, London.</li> <li>5. Thill, J.V., &amp; Bovee, C.L. (2023). <i>Excellence in business communication</i> (13th ed.). Harlow, Essex: Pearson.</li> </ol>
13	Other additional information (if applicable)	N/A
Note: Number of PLO indicated is purely for illustration purposes only and the number is subjected to the curriculum design.		