



FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma in Technology Management
COURSE NAME	GRADUATE SUCCESS ATTRIBUTES
COURSE CODE	UHMT 1012
CREDIT HOUR	3
SYNOPSIS	This course aims to serve the need of the students to understand and apply the attribute of UTM graduate skills. The course guides students in developing basic skills which consist of communication, thinking, scholarship, teamwork & leadership, adaptability, global citizenship and enterprising skills. This course also prepares them to face the real challenging world. In this course, students will be assessed through various class activities such as individual case study and group project.
COURSE STRUCTURE	
CHAPTER	TOPICS
1	UNDERSTANDING GRADUATE EMPLOYABILITY AND SOFT SKILLS 1.1 Soft skills and employability in Malaysian workplace 1.2 UTM graduate attribute
2	SCHOLARSHIP SKILLS 2.1 Information seeking 2.2 Knowledge management 2.3 Article review
3	COMMUNICATION SKILLS 3.1 Effective communication to understand and respect people
4	ENTERPRISING SKILLS 4.1 Entrepreneurial mindset
5	THINKING SKILLS 5.1 Critical thinking 5.2 Creative and Innovative



<p>6</p>	<p>MASTERING LEADERSHIP AND TEAMWORK</p> <p>6.1 Effective Leadership</p> <p>6.2 Good Teamwork</p> <p>6.3 Minute meeting</p>
<p>7</p>	<p>GLOBAL CITIZENSHIP</p>
<p>8</p>	<p>ADAPTABILITY SKILLS</p> <p>8.1 Intrapersonal Adaptability</p>
<p>References:</p>	<ol style="list-style-type: none"> 1. Byers, T. Dorf, R.C., & Nelson, A.J. (2015). Technology Venture : From Idea to Enterprise. Mc Graw Hill Education. 2. Cabrera, L. (2012). The Practice of Global Citizenship. Cambridge, England : Cambridge University Press. 3. Delanty, G. (2000). Citizenship in the Global Age : Culture, Society & Politics. Open University Press, Buckingham. 4. DeVito, J. (2009). Human Communication: The Basic Course (11th Ed.). Boston: Pearson. 5. Goleman, D. (1999). Working with Emotional Intelligences. New York: Bloomsbury Publishing. 6. Hashim Fauzy Yaacob (2001). Komunikasi Antara Manusia. Skudai: Penerbit UTM. 7. Hislop, D. (2015). Knowledge Management in Organizations : A Critical Intoduction. Oxford University Press. 8. Ishak Mad Shah (2007). Kepimpinan dan Hubungan Interpersonal dalam Organisasi. Skudai :Penerbit UTM. 9. Mohd. Azhar Abd. Hamid (2001). Pengenalan Pemikiran Kritis & Kreatif. Skudai. Penerbit UTM. 10. Mohd. Azhar Abd. Hamid (2004). Kreativiti: Teori, Konsep & Praktis. Skudai: Penerbit UTM. 11. Ranjit Singh Malhi. (2011). Make Yourself Employable: How Graduate Can Hit the Ground Running. TQM Consultants Sdn. Bhd, Kuala Lumpur.



	<p>12. Seligman, M.E.P. (2006). Learned Optimism: How to Change Your Mind & Your Life. New York: A Division of Random House, Inc.</p> <p>13. Sodri Ariffin, Ismial Ab Wahab & Zarida Hambali (2013). Fundamentals of Entrepreneurship. Oxford Fajar.</p> <p>14. Syed Muhammad Naquib Al-Attas (2010). Knowledge, Language, Thought & The Civilization of Islam. Edited by Wan Mohd Nor Wan daud & Muhammad Zainiy Uthman. Skudai : UTM Press.</p> <p>15. Yulk, G.A (2000). Leadership in Organization. Prentice Hall, New Jersey.</p>
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