**BLHC 3012: TECHNOCRAT COMMUNICATION SKILLS**

**LEARNING OUTCOMES**

At the end of the course, students should be able to:
1. identify the basic principles related to communication skills. (A2, C3)

**SYNOPSIS**

This course provides an overview of the basic concepts of communication and its importance to students. It allows students the skills to communicate in various contexts. Emphasis is on the communication objectives, strategies and techniques of communication in public and interpersonal relationships.

**PRACTICAL APPLICATION**

None

**PREREQUISITE**

None

**ASSESSMENT**

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**BLHC 4012: ORGANIZATIONAL COMMUNICATION**

**LEARNING OUTCOMES**

At the end of the course, students should be able to:
1. discuss the basic principles of organizational communication in interacting within an organization. (A2, CS)
2. apply the tools of organizational communication in creating a conducive organizational environment. (C3, CTPS)
3. respond in group discussions on issues related to the development of organizational communication skills (P3, CS)
4. solve problems relating to organizational communication which take place in a real organizational setting. (C3, CTPS)
SYNOPSIS
This course is designed to introduce students to the principles of organizational communication. Students will be exposed to the latest techniques of communication and their organizations. They will also be trained to solve problems that arise in organizations that involve communication.

PRACTICAL APPLICATION
None

PREREQUISITE
None

ASSESSMENT

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BLHC 4022: NEGOTIATION SKILLS

LEARNING OUTCOMES

At the end of the course, students should be able to:
1. identify and analyze the basic concepts of the negotiation process using effective communication practices. (A3, CS)
2. conclude negotiations based on a variety of theoretical approaches. (C3, CS)
3. demonstrate and develop the techniques of effective negotiation skills in a variety of situations. (P3, CTPS)

SYNOPSIS
In this course, the important topics to be discussed are the basic concepts of negotiation, techniques of critical and creative thinking, effective communication, listening and questioning techniques. This course provides students with the knowledge and skills needed to run and administer a variety of effective negotiation processes. Critical and creative thinking skills, and effective communication skills needed to carry out the negotiation process will also be discussed.

PRACTICAL APPLICATION
None

PREREQUISITE
None
BLHC 4032: CRITICAL AND CREATIVE THINKING

LEARNING OUTCOMES

At the end of the course, students should be able to:
1. discuss basic principles of critical and creative thinking skills in solving daily tasks (A2, CS)
2. apply the tools of critical and creative thinking in problem solving and technical innovation (C3, CTPS)
3. respond in group discussions on issues related to the development of critical and creative thinking skills (P3, CS)
4. solve problems in case studies relating to contemporary issues (C3, CS)

SYNOPSIS

This course is designed to give students an introduction to the principles of critical and creative thinking, and problem-solving. Students will be exposed to the roles of the right brain and left brain, mental determination, elements of critical and creative thinking as well as problem solving. This subject is conducted in accordance with the concept of problem-based learning (PBL).

PRACTICAL APPLICATION

None

PREREQUISITE

None

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DLHC 3012: NEGOTIATION SKILLS

LEARNING OUTCOMES

At the end of the course, students should be able to:
1. respond in discussions on basic concepts of the negotiation process (A1, CS)
2. relate to the use of communication skills for effective negotiation (C2, CS)
3. solve situational problems using effective negotiation techniques (P3, CTPS)

SYNOPSIS

This course provides students with the knowledge and skills needed to run and administer the process of negotiations. Among the important topics of this subject are the basic concept of negotiation, techniques of critical and creative thinking, effective communication, listening and questioning techniques.

PRACTICAL APPLICATION

None

PREREQUISITE

None

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DLHC 3022: CRITICAL AND CREATIVE THINKING

LEARNING OUTCOMES

At the end of the course, students should be able to:
1. identify the basic principles related to critical and creative thinking skills (A1, CS)
2. use Bloom Taxonomy, and ‘Do It’ technique as tools for critical and creative thinking. (C2, CTPS)
3. respond in group discussions on issues affecting daily life (P3, CS)
4. propose solutions for contemporary issues in daily life (A3, CTPS)

SYNOPSIS

This course is designed to give students an introduction to the principles of critical and creative thinking in problem-solving. Students will be exposed to the elements of creative and critical thinking and problem solving skills. This subject is conducted according to the problem-based learning (PBL) concept.

PRACTICAL APPLICATION

None
**PREREQUISITE**
None

**ASSESSMENT**

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