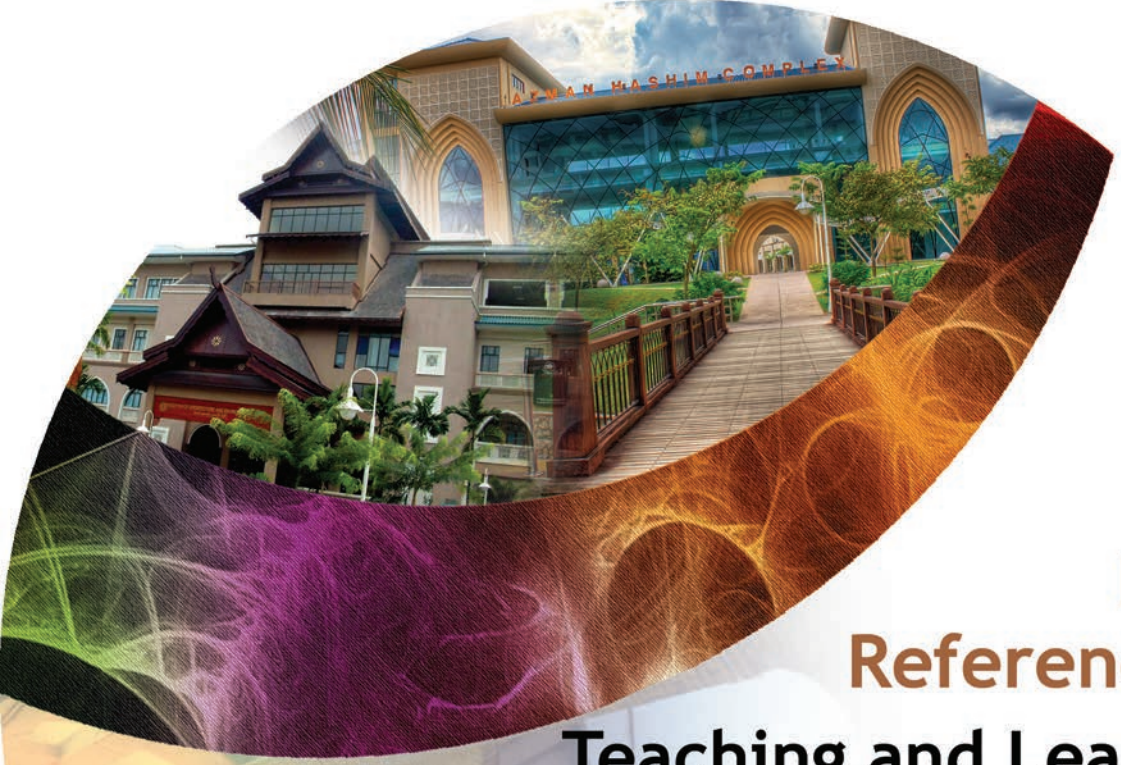


Easy Reference to Teaching and Learning TAXONOMY

SOFT SKILLS & Elements

الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي اسلام انتارابڠسا مليسيا

Garden of Knowledge and Virtue

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

IIUM Philosophy

The philosophy of the university was inspired by the recommendations of the First World Conference on Muslim Education held in Mecca in A.H. 1398/ A.D 1977. The spirit of this philosophy is based on the Holy Qur'an, in particular the five verses revealed to the Prophet Muhammad S.A.W., namely Al-Alaq, verses 1-5.

According to this philosophy, knowledge shall be propagated in the spirit of Tawhid, leading towards the recognition of Allah as the Absolute Creator and Master of mankind.

The spirit behind this recognition of Allah as the Lord of the World (*Rabb al-Alamin*) represents the apex in the hierarchy of knowledge. Thus, all disciplines of knowledge should lead towards subservience to this truth.

This is because knowledge is a form of trust (*amanah*) from Allah to man, and hence man should utilize knowledge as the servant and vicegerent (*khalifah*) of Allah on Earth.

In this way, knowledge is regarded as an act of worship.

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

IIUM Vision

IIUM aims at becoming a leading international centre of educational excellence which:

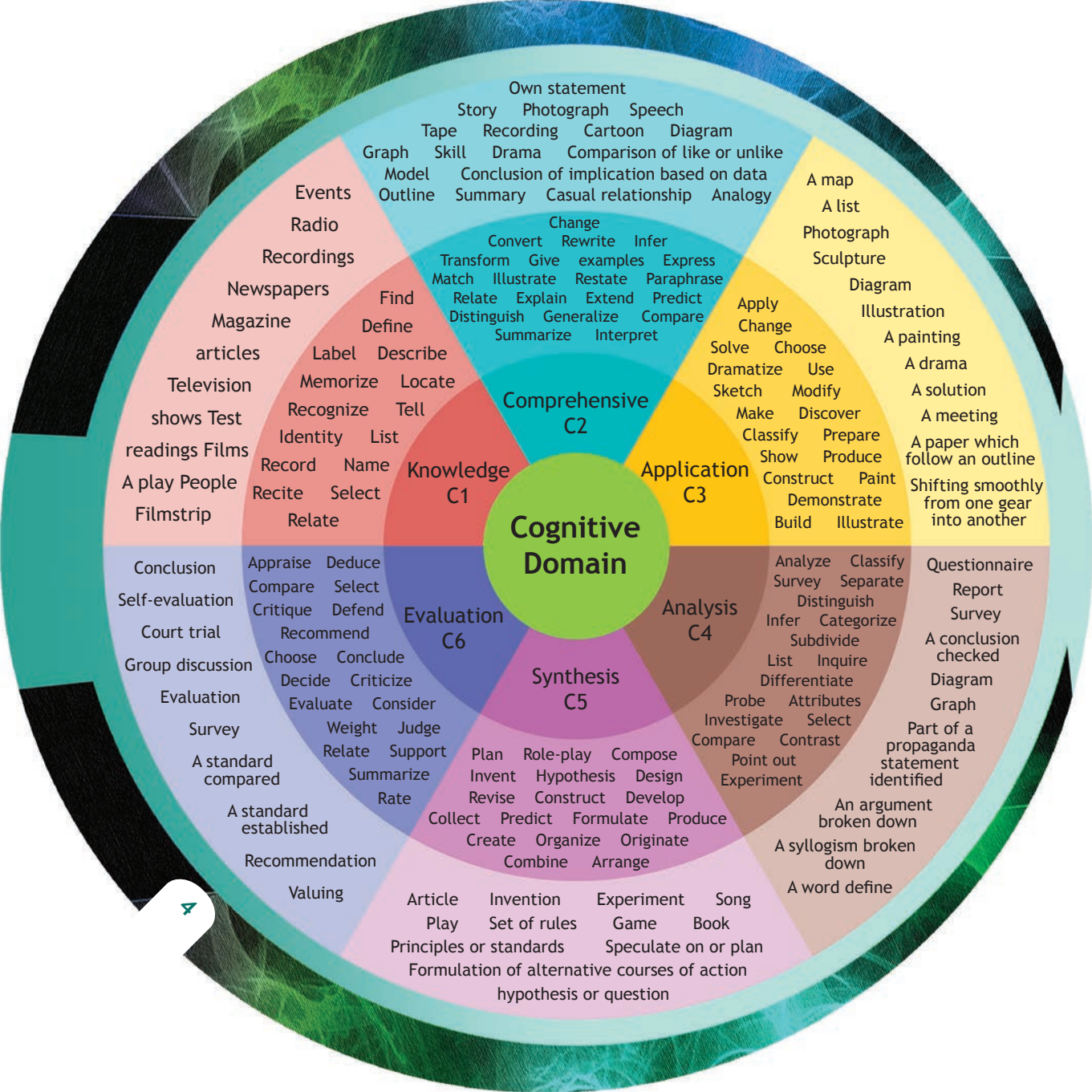
1. Revitalizes the intellectual dynamism of Islam and the Muslim Ummah;
2. Integrates Islamic revealed knowledge and values in all academic disciplines and educational activities;
3. Seeks to restore a leading and progressive role of the Muslim Ummah in all branches of knowledge; thereby,
4. Contributing to the improvement and upgrading of the qualities of human life and civilization.

IIUM Mission

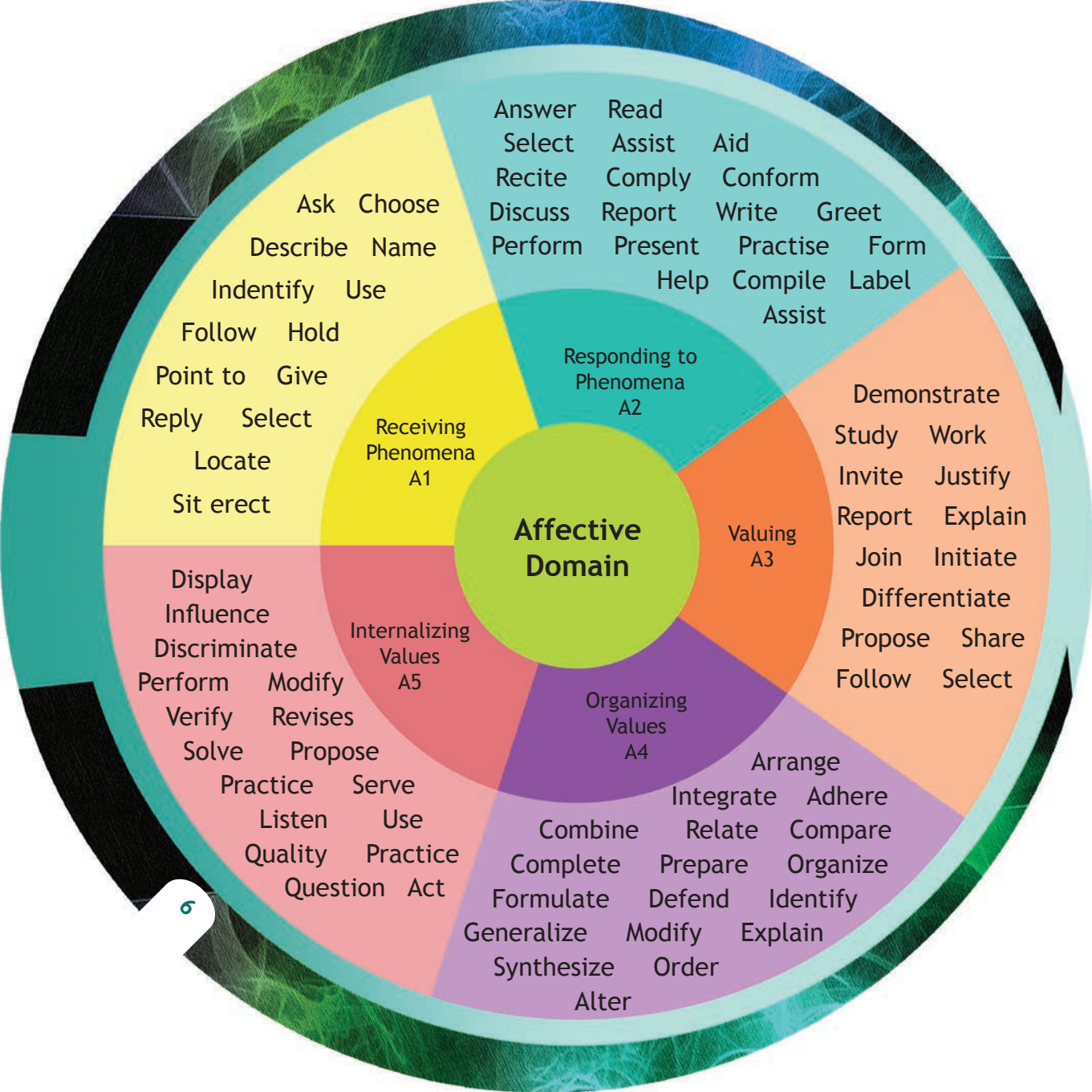
Integration
Islamization
Internationalization, and
Comprehensive Excellence

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Teaching and Learning TAXONOMY

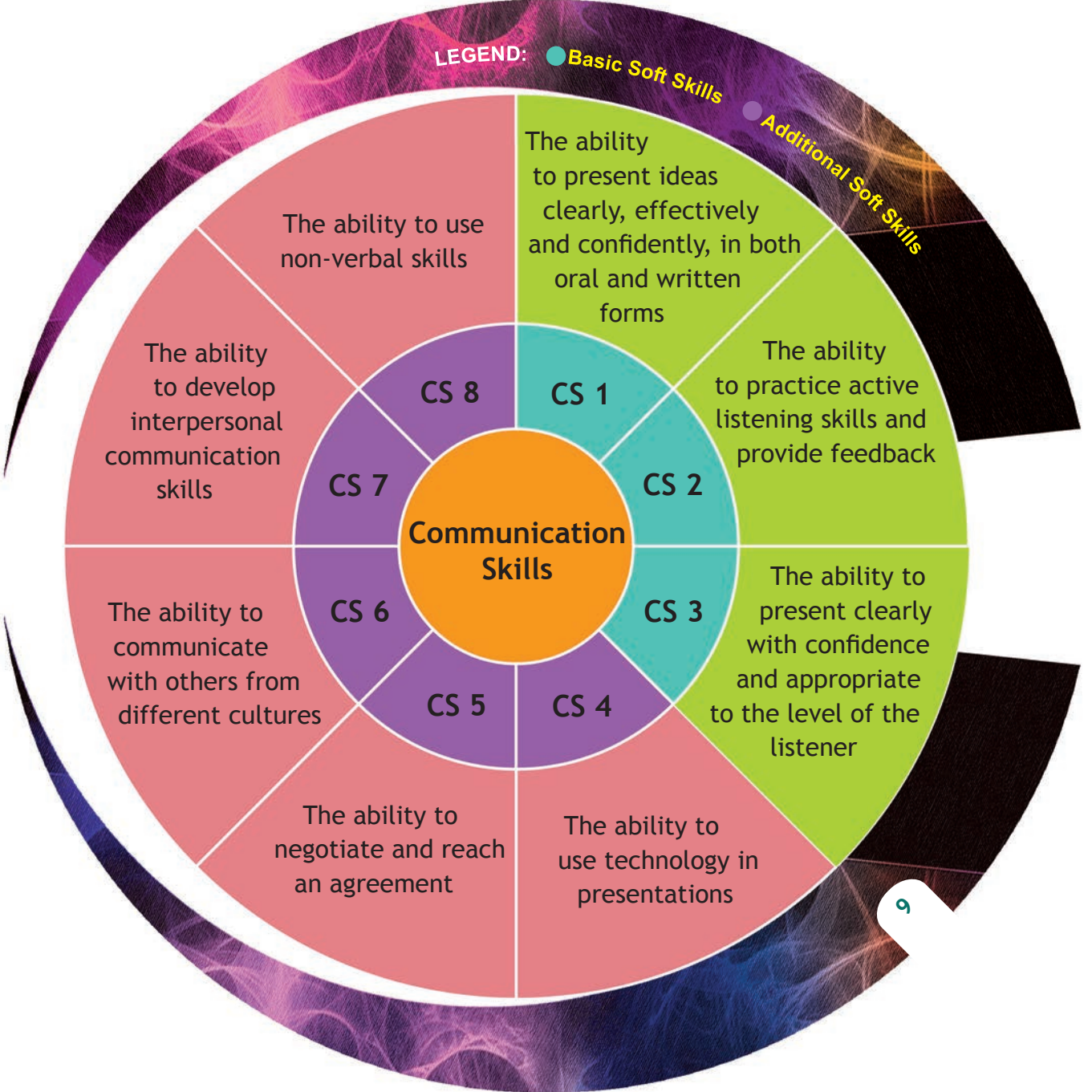

Cognitive Domain
Knowledge C1
Comprehensive C2
Application C3
Analysis C4
Synthesis C5
Evaluation C6
Own statement
Story Photograph Speech
Tape Recording Cartoon Diagram
Graph Skill Drama Comparison of like or unlike
Model Conclusion of implication based on data
Outline Summary Casual relationship Analogy
Change
Convert Rewrite Infer
Transform Give examples Express
Match Illustrate Restate Paraphrase
Relate Explain Extend Predict
Distinguish Generalize Compare
Summarize Interpret
A map
A list
Photograph
Sculpture
Diagram
Illustration
A painting
A drama
A solution
A meeting
A paper which follow an outline
Shifting smoothly from one gear into another
Apply
Change
Solve Choose
Dramatize Use
Sketch Modify
Make Discover
Classify Prepare
Show Produce
Construct Paint
Demonstrate
Build Illustrate
Events
Radio
Recordings
Newspapers
Magazine
articles
Television
shows Test
readings Films
A play People
Filmstrip
Find
Define
Label Describe
Memorize Locate
Recognize Tell
Identity List
Record Name
Recite Select
Relate
Questionnaire
Report
Survey
A conclusion checked
Diagram
Graph
Part of a propaganda statement identified
An argument broken down
A syllogism broken down
A word define
Analyze Classify
Survey Separate
Distinguish
Infer Categorize
Subdivide
List Inquire
Differentiate
Probe Attributes
Investigate Select
Compare Contrast
Point out
Experiment
Plan Role-play Compose
Invent Hypothesis Design
Revise Construct Develop
Collect Predict Formulate Produce
Create Organize Originate
Combine Arrange
Article Invention Experiment Song
Play Set of rules Game Book
Principles or standards Speculate on or plan
Formulation of alternative courses of action
hypothesis or question
Appraise Deduce
Compare Select
Critique Defend
Recommend
Choose Conclude
Decide Criticize
Evaluate Consider
Weight Judge
Relate Support
Summarize
Rate
Conclusion
Self-evaluation
Court trial
Group discussion
Evaluation
Survey
A standard compared
A standard established
Recommendation
Valuing

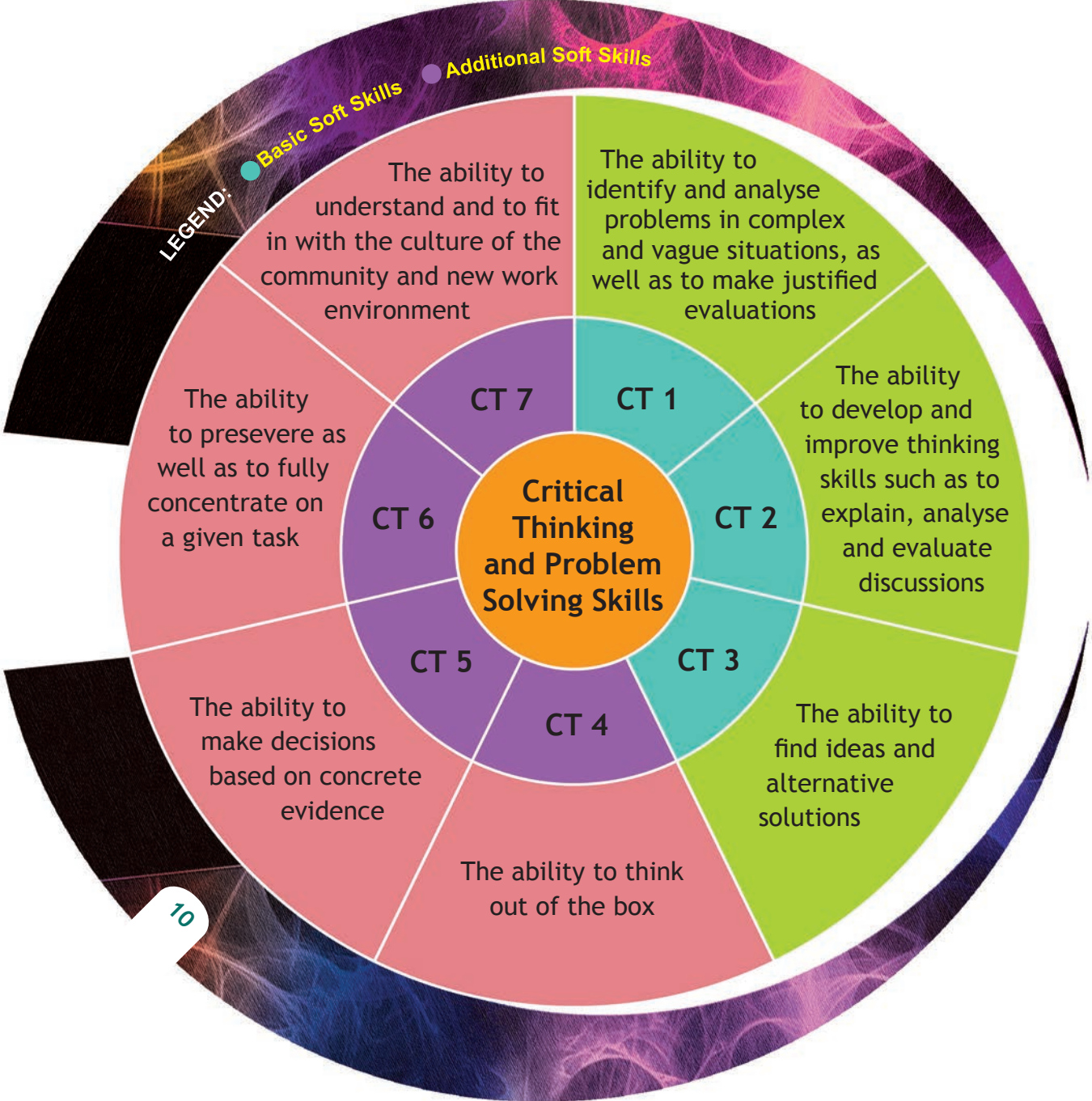
Psychomotor Domain
Perception P1
Detect
Describe
Differentiate
Isolate Choose
Distinguish
Select Relate
Identify
Repeat Copy
Follow Show
Set P2
Begin Proceed
Explain Move React
State Show Display
Start Volunteering Copy
Re-create Perform
Trace Response
Execute
Guided Response P3
Copy
Trace
React Respond
Assemble Control
Measure Reproduce
Perfect Implement
Organize Calibrate
Demonstrate
Complete
Build
Mechanism P4
Mix Fix
Assemble Heat
Measure Mend
Dismantl
Calibrate Display
Grind Sketch
Manipulate
Fasten Organize
Construct
Complex Overt Response P5
Calibrate
Assemble
Build Construct
Display Dismantle
Mend Fasten Fix
Measure Sketch
Manipulate Mix
Organize
Adaptation P6
Alter
Adapt Vary Change
Rearrange Reorganize
Revise Integrate Modify
Formulate Combine Solve
Coordinate Master
Develop
Origination P7
Arrange
Originate Create
Build Construct
Design Compose
Combine Initiate
Invent Construct
Specify Develop
Manage
Rank

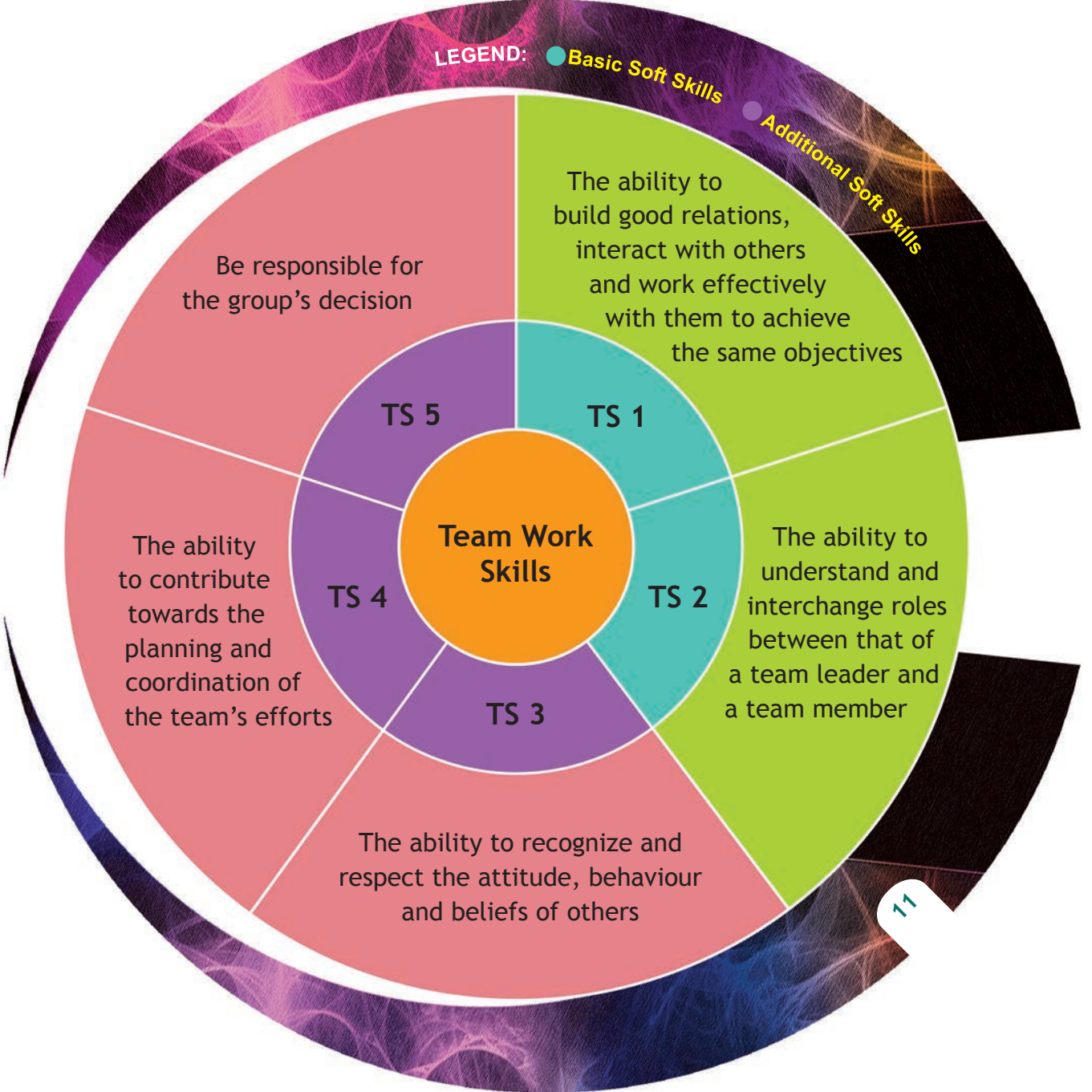

Affective Domain
Receiving Phenomena A1
Responding to Phenomena A2
Valuing A3
Organizing Values A4
Internalizing Values A5
Ask Choose Describe Name Indentify Use Follow Hold Point to Give Reply Select Locate Sit erect
Answer Read Select Assist Aid Recite Comply Conform Discuss Report Write Greet Perform Present Practise Form Help Compile Label Assist
Demonstrate Study Work Invite Justify Report Explain Join Initiate Differentiate Propose Share Follow Select
Arrange Integrate Adhere Combine Relate Compare Complete Prepare Organize Formulate Defend Identify Generalize Modify Explain Synthesize Order Alter
Display Influence Discriminate Perform Modify Verify Revises Solve Propose Practice Serve Listen Use Quality Practice Question Act

Delivering a message
Preparing a message
Receiving a message
Communication S1
Inviting interactions
Performing in a team
Performing in an organization
Living in society
Demonstrating cultural competence
Teamwork S2
Social Domain
Envisioning
Building a following
Maintaining commitment
Empowering
Leadership S4
Managing people
Managing communication
Managing resource
Building and maintaining teams
Management S3

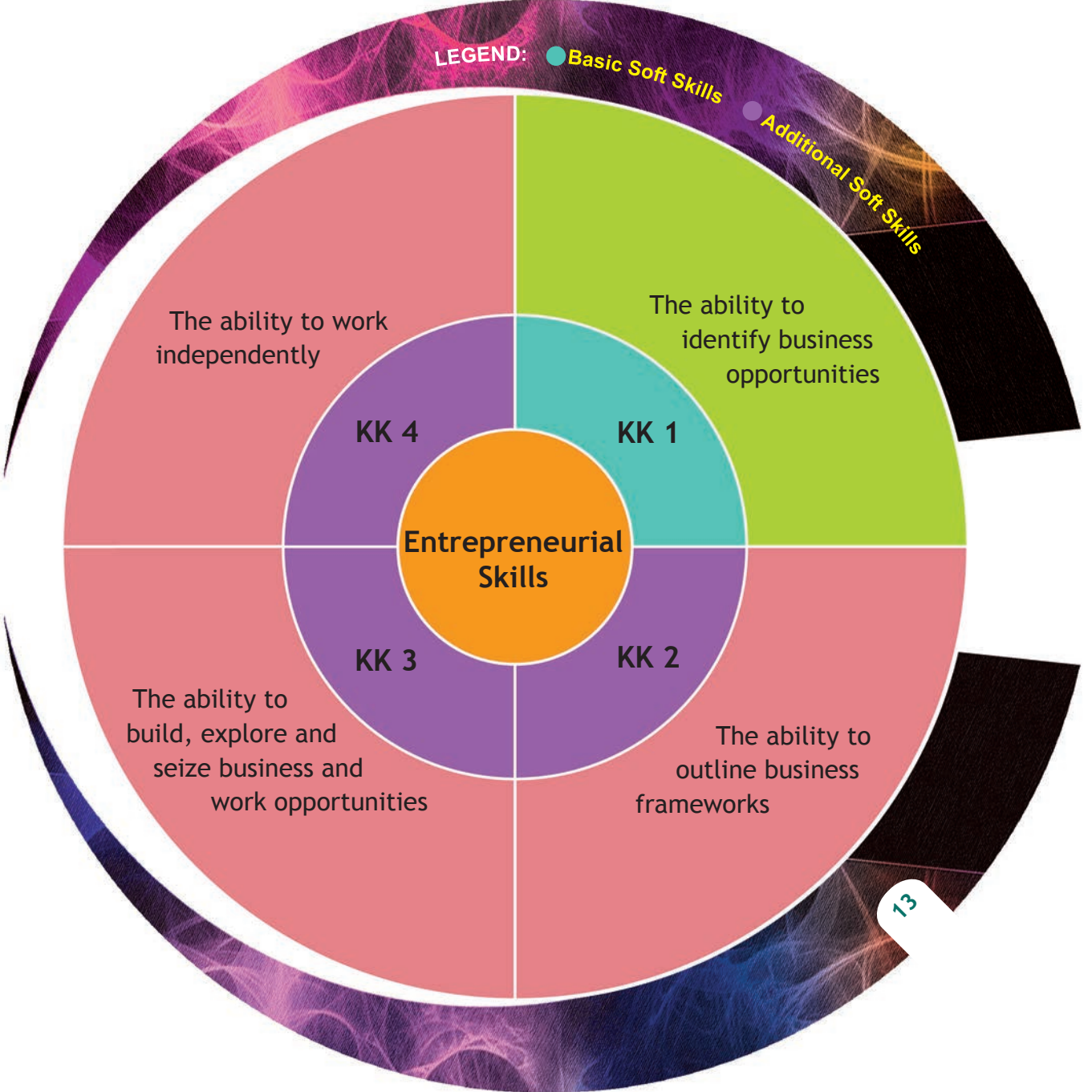
الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
SOFT SKILLS
Elements


LEGEND:
Basic Soft Skills
Additional Soft Skills
Communication Skills
CS 1
CS 2
CS 3
CS 4
CS 5
CS 6
CS 7
CS 8
The ability to present ideas clearly, effectively and confidently, in both oral and written forms
The ability to practice active listening skills and provide feedback
The ability to present clearly with confidence and appropriate to the level of the listener
The ability to use technology in presentations
The ability to negotiate and reach an agreement
The ability to communicate with others from different cultures
The ability to develop interpersonal communication skills
The ability to use non-verbal skills

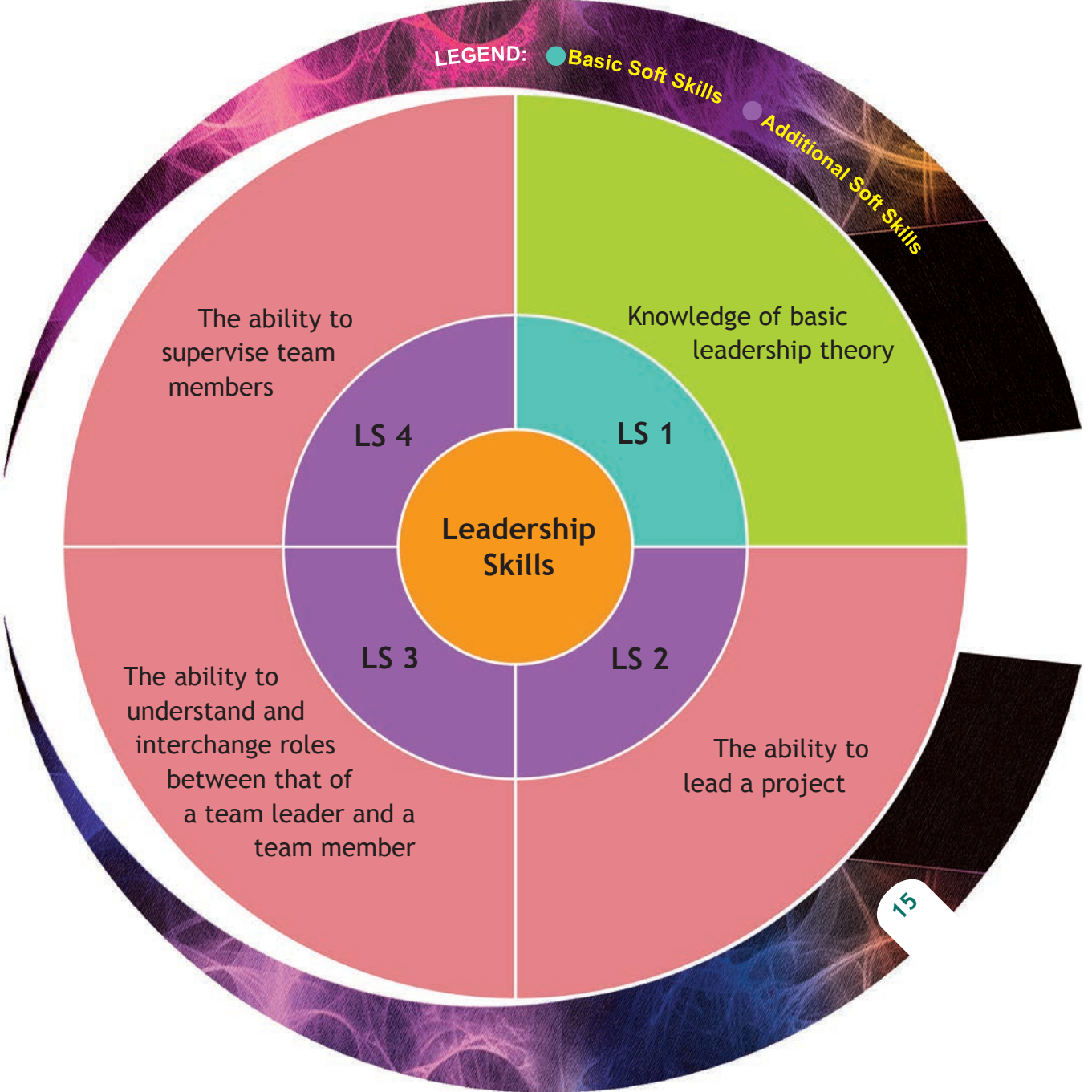

LEGEND:
Basic Soft Skills
Additional Soft Skills
Critical Thinking and Problem Solving Skills
CT 1
CT 2
CT 3
CT 4
CT 5
CT 6
CT 7
The ability to identify and analyse problems in complex and vague situations, as well as to make justified evaluations
The ability to develop and improve thinking skills such as to explain, analyse and evaluate discussions
The ability to find ideas and alternative solutions
The ability to think out of the box
The ability to make decisions based on concrete evidence
The ability to presevere as well as to fully concentrate on a given task
The ability to understand and to fit in with the culture of the community and new work environment


LEGEND:
Basic Soft Skills
Additional Soft Skills
Team Work Skills
TS 1
TS 2
TS 3
TS 4
TS 5
The ability to build good relations, interact with others and work effectively with them to achieve the same objectives
The ability to understand and interchange roles between that of a team leader and a team member
The ability to recognize and respect the attitude, behaviour and beliefs of others
The ability to contribute towards the planning and coordination of the team's efforts
Be responsible for the group's decision

LEGEND:
Basic Soft Skills
Additional Soft Skills
Life Long Learning and Information Management
LL 1
LL 2
LL 3
The ability to search and manage relevant information from different sources
The ability to accept new ideas and the capability for autonomous learning
The ability to develop a curious mind and the thirst for knowledge


LEGEND:
Basic Soft Skills
Additional Soft Skills
The ability to work independently
The ability to identify business opportunities
KK 4
KK 1
Entrepreneurial Skills
KK 3
KK 2
The ability to build, explore and seize business and work opportunities
The ability to outline business frameworks

LEGEND:
Basic Soft Skills
Additional Soft Skills
Professional Ethics and Moral
EM 1
EM 2
EM 3
The ability to recognize the effects on the economy, environment and socio culture in professional practice
The ability to analyze and make decisions in solving problems related to ethics
The ability to practice ethically, apart from being responsible towards the society


LEGEND:
Basic Soft Skills
Additional Soft Skills
The ability to supervise team members
Knowledge of basic leadership theory
LS 4
LS 1
Leadership Skills
LS 3
LS 2
The ability to understand and interchange roles between that of a team leader and a team member
The ability to lead a project

Programme Outcomes

P01 Knowledge

P02 Practical Skills

P03 Social Skills and Responsibility

P04 Values, Attitudes and Professionalism

P05 Communication, Leadership and Team Skills

P06 Problem Solving and Scientific Skills

P07 Information Management and Life Long Learning Skills

P08 Managerial and Entrepreneurial Skills

STUDENT CENTERED LEARNING

CASE STUDY

It is an in-depth study of the unique characteristics of a certain process, situation, event or document.

PROBLEM BASED LEARNING (PBL)

It challenges students 'to study in order to study' as a team. PBL encourages students to think creatively and analytically as a team using relevant, realistic resources.

PROJECT ORIENTED PROBLEM BASED LEARNING (PoPBL)

This approach utilitizes projects as the basis of teaching. It begins from the choice and formulation, to the running of the project.

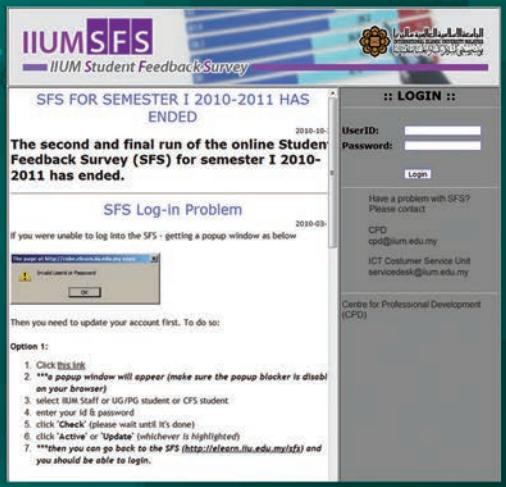
MODULAR

This a self-study unit that is organized to improve the process of learning, encompassed within a course or programme of study.

IMPORTANT LINKS

IIUM STUDENT FEEDBACK SURVEY (SFS) SYSTEM
http://elearn.iiu.edu.my/sfs

IIUM LEARNING MANAGEMENT SYSTEM (LMS)
http://elearn.iiu.edu.my



Note: Both links also can be accessed from MyIIUM portal under **My Services > Student/Academic**

Centre for Professional Development (CPD)

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International Islamic University Malaysia
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