



UNIVERSITI
TEKNOLOGI
MARA

Perpustakaan
Tun Abdul Razak
Cawangan Melaka

SELAMAT DATANG

dan Setinggi Tahniyah

**KEPADA PELAJAR BAHARU DAN SEMUA SISWA /SISWI
KE UiTM CAWANGAN MELAKA
SESI OKTOBER 2022 - FEBRUARI 2023**

Daripada
Timbalan Ketua Pustakawan
dan Seluruh Warga PTAR
UiTM Cawangan Melaka

UiTM *di hatiku* **PTAR**
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Perpustakaan
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MINGGU DESTINI SISWA (MDS) TAKLIMAT PERPUSTAKAAN PTAR UiTM CAWANGAN MELAKA



SCAN ME

RABU
5 OKTOBER
2022

MASA
10.30 PAGI -
11.30 PAGI

DEWAN TAMING SARI, UiTM CAWANGAN MELAKA,
KAMPUS ALOR GAJAH

TAKLIMAT PERPUSTAKAAN



	Pengenalan PTAR UiTM Cawangan Melaka	01
	Etika dan Pematuhan SOP	02
	Perhubungan Pelanggan dan Perkhidmatan Koleksi	03
	Perkhidmatan Perpustakaan Digital	04
	Sesi soal jawab	05



PENGENALAN PERPUSTAKAAN

PTAR UiTM KAMPUS ALOR GAJAH

- Di tubuhkan pada 15 Ogos 1984
- Terletak di Kampus Utama Jalan Hang Tuah, Melaka
- Berpindah ke bangunan sementara 1994 dan ke bangunan tetap di Kampus Alor Gajah pada Oktober 1999



- Kapasiti dalam satu masa : 1600
- Tempat duduk yang disediakan adalah 1,104
- Ruang Diskusi: 390 orang

PTAR UiTM KAMPUS JASIN

- Terletak di jalan Seri Mendapat, Jasin, Melaka.
- Mula beroperasi pada 3 Februari 2014.
- Menyediakan tempat duduk bagi 1,131 orang pengguna dan boleh memuatkan sehingga 1,800 pengguna dalam satu-satu masa.



PTAR UiTM KAMPUS BANDARAYA MELAKA



- Mula beroperasi pada 15 Januari 2007 di Graha Jaya, jalan Hang Tuah, Melaka
- Mempunyai 2 aras :
 - i. Aras 1 : Peminjaman dan Pemulangan serta pelbagai sumber rujukan
 - ii. Aras 12 : Rujukan Koleksi Jurnal/Majalah dan Akhbar Tempatan serta Kemudahan Perkhidmatan IT

- Mempunyai 3 aras :
 - i. Aras 1 : Peminjaman dan Pemulangan serta pelbagai sumber rujukan
 - ii. Aras 2 : Rujukan Koleksi Jurnal/Majalah serta Akhbar Tempatan
 - iii. Aras 3 : Kemudahan Perkhidmatan IT

MISI PERPUSTAKAAN UiTM

Pemangkin kepada warga UiTM yang berilmu melalui pengaksesan maklumat yang komprehensif, relevan dan terkini serta kemudahan yang berkualiti bagi tujuan memenuhi keperluan pengajaran, pembelajaran dan penyelidikan.

VISI PERPUSTAKAAN UiTM

Menjadikan UiTM sebuah universiti yang unggul yang berteraskan keserjanaan dan kecemerlangan akademik bagi menerajui dinamis bumiputra dalam semua bidang profesional bertaraf dunia supaya terlahir graduan yang berdaya saing, global dan beretika.

COVID-19:

S.O.P Pemakaian pelitup
muka bagi Pelanggan
Perpustakaan



LUAR BANGUNAN PERPUSTAKAAN – DIGALAKKAN

Semua Pelanggan PTAR adalah **DIGALAKKAN** untuk memakai pelitup muka semasa menggunakan kemudahan Perpustakaan diluar bangunan seperti Ruang Baca dan Kawasan Pameran Terbuka atau semasa menyertai apa-apa program anjuran atau dianjurkan oleh Perpustakaan diluar bangunan Perpustakaan.

DALAM BANGUNAN PERPUSTAKAAN – AMAT DIGALAKKAN

Semua Pelanggan PTAR adalah **AMAT DIGALAKKAN** untuk memakai pelitup muka semasa berada di dalam bangunan perpustakaan atau ketika menghadiri program-program yang dianjurkan di dalam bangunan Perpustakaan.

DALAM BANGUNAN PERPUSTAKAAN – AMAT DIGALAKKAN

Pelanggan Perpustakaan adalah **DIWAJIBKAN** untuk memakai pelitup muka semasa berada di dalam bangunan perpustakaan sekiranya :Bergejala Covid 19 seperti Demam, Selsema dan Batuk dan lain-lain gejala yang berkaitan

(Pemilik Premis boleh menentukan sama ada pengunjung wajib memakai pelitup muka. Sumber Kenyataan Media YBM Kesihatan - 7 Sept 2022)

Sumber rujukan :
Jawatankuasa Pengurusan Eksekutif PTAR Bil 17/2022
pada 15 September 2022 telah meluluskan



SOP PEMAKAIAN PELITUP MUKA

PERKHIDMATAN PELANGGAN

PERPUSTAKAAN TUN ABDUL RAZAK (PTAR) UiTM CAWANGAN MELAKA

SOP persediaan menerima pelajar masuk
dalam perpustakaan

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Waktu Perkhidmatan

PTAR UiTM CAWANGAN MELAKA

OKTOBER 2022

PTAR KAMPUS ALOR GAJAH

TARIKH	PERKARA	MASA
3 – 7 Oktober 2022	WAKTU PERKHIDMATAN	8.30 pagi – 4.45 petang
10 Oktober 2022	CUTI UMUM : MAULIDUR RASUL	TUTUP
11 – 31 Oktober 2022	WAKTU PERKHIDMATAN	8.30 pagi – 9.45 malam
24 Oktober 2022	CUTI UMUM : HARI DEEPAVALI	TUTUP
1 – 2 Oktober 2022 8 – 9 Oktober 2022 15 – 16 Oktober 2022 22 – 23 Oktober 2022 29 – 30 Oktober 2022	SABTU & AHAD	TUTUP

**Perubahan waktu perkhidmatan tertakluk pada pindaan dan akan dimaklumkan dari masa kesemasa

PTAR KAMPUS BANDARAYA MELAKA

TARIKH	PERKARA	MASA
3 – 31 Oktober 2022	WAKTU PERKHIDMATAN	8.30 pagi – 4.45 petang
10 Oktober 2022	CUTI UMUM : MAULIDUR RASUL	TUTUP
24 Oktober 2022	CUTI UMUM : HARI DEEPAVALI	TUTUP
1 – 2 Oktober 2022 8 – 9 Oktober 2022 15 – 16 Oktober 2022 22 – 23 Oktober 2022 29 – 30 Oktober 2022	SABTU & AHAD	TUTUP

PTAR KAMPUS JASIN

TARIKH	PERKARA	MASA
3 – 31 Oktober 2022	WAKTU PERKHIDMATAN	8.30 pagi – 4.45 petang
10 Oktober 2022	CUTI UMUM : MAULIDUR RASUL	TUTUP
24 Oktober 2022	CUTI UMUM : HARI DEEPAVALI	TUTUP
1 – 2 Oktober 2022 8 – 9 Oktober 2022 15 – 16 Oktober 2022 22 – 23 Oktober 2022 29 – 30 Oktober 2022	SABTU & AHAD	TUTUP



SAHSIAH RUPADIRI PELAJAR UiTM CAWANGAN MELAKA



SAHSIAH RUPADIRI PELAJAR SEMASA BERADA DI DALAM KAMPUS



SISWA

- Memakai Kad Pelajar Sepanjang Masa Di Dalam Kawasan Kampus
- Memakai Tali Leher Pada Hari Isnin - Hari Korporat
- Digalakkan Memakai Baju Batik MIM Lengan Panjang Pada Hari Khamis Dan Majlis Rasmi Lain Yang Sesuai
- Dilarang Bertindik Atau Memakai Subang, Gelang Atau Rantai
- Berambut Pendek Dan Kemas
- Memakai Pakaian Sukan Yang Sesuai Semasa Bersukan
- Berseluar Jeans Atau Slack Yang Kemas, Tidak Bertampal Atau Koyak

Kerjasama anda dalam mematuhi peraturan-peraturan UiTM adalah amat dihargai



SAHSIAH RUPADIRI PELAJAR SEMASA BERADA DI DALAM KAMPUS



SISWI

- Memakai Kad Pelajar Sepanjang Masa Di Dalam Kawasan Kampus
- Memakai Baju Kurung Pada Hari Isnin - Hari Korporat
- Digalakkan Memakai Baju Batik MIM Pada Hari Khamis
- Memakai Pakaian Sukan Yang Sesuai Semasa Bersukan
- Tidak Memakai Pakaian Yang Terdedah, Tidak Berlengan,
- Jarang Atau Yang Menampakkan Pusat
- Berseluar Jeans Atau Slack Yang Kemas, Tidak Bertampal Atau Koyak

Kerjasama anda dalam mematuhi peraturan-peraturan UiTM adalah amat dihargai



ETIKA

KETIKA BERADA DI PERPUSTAKAAN

- Pengguna dimohon kawal nada suara anda
- Makanan dan minuman tidak dibenarkan dibawa masuk, **KECUALI** air mineral sahaja
- Dilarang keras merokok di dalam perpustakaan
- Koleksi perlu dipinjam di Kaunter Utama Perpustakaan
- Membawa keluar harta Perpustakaan akan didakwa atas kes kecurian
- Dilarang menggunakan kad matrik pengguna lain untuk sebarang urusan
- Buang sampah di dalam tong sampah yang disediakan
- Dilarang membawa peralatan tajam seperti pisau, gunting dan apa sahaja peralatan yang merbahaya

Sila patuhi undang-undang PTAR UiTM Cawangan Melaka yang ditetapkan dari masa ke semasa

ETIKA & PEMATUHAN

SOP COVID-19

Scan QR Code setelah mengisi Borang Saringan COVID-19 :

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Saringan COVID-19

Log Masuk sebagai

STAF PELAJAR KONTRAKTOR PELAWAT

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contoh: azrul@uitm.edu.my

SIGN IN WITH GOOGLE

2.00.2
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Borang Deklarasi Harian Saringan Risiko COVID-19 UiTM

Anda telah melengkapkan deklarasi COVID-19 pada hari ini

07 Okt 2020
Rabu

Anda adalah kategori
D/E

LIHAT BORANG DEKLARASI

Sejarah Lokasi
Paparatan sejarah untuk hari semasa

MBAS QR

Saringan Digital ID

<https://saringc19.uitm.edu.my>

KATEGORI KOLEKSI PERPUSTAKAAN

- ∞ Koleksi Buku Rak Terbuka / Rujukan
- ∞ Koleksi Buku Silibus (OSS / SLR)
- ∞ Koleksi Majalah / Majalah Berjilid
- ∞ Koleksi Jurnal / Jurnal Berjilid
- ∞ Koleksi UiTM Institutional Repositories
- ∞ Kertas Soalan Peperiksaan Elektronik (EQPS)
- ∞ Cakera Padat (CD-ROM & DVD)
- ∞ Pamphlet / Risalah / Buletin / Laporan
- ∞ Projek Pelajar Berjilid
- ∞ Sumber Online / Elektronik (PDAT / e-Book / e-Journal)

BLOGSPOT PROMOSI NEW ARRIVALS@PTAR CAWANGAN MELAKA

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Perpustakaan Tun Abdul Razak Cawangan Melaka

**NEW ARRIVALS@PTAR
CAWANGAN MELAKA**

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UITM di hatiku PTAR

SENARAI BUKU: PERPUSTAKAAN TUN ABDUL RAZAK UITM CAWANGAN MELAKA VOL. 27, OKTOBER 2020
20 JUDUL (m/s: 1 / 5)



FUNDAMENTALS OF FINANCIAL ACCOUNTING: CIMA EXAM PRACTICE KIT

AUTHOR : KAPLAN PUBLISHING
CALL NO. : HF5657.4 .F86 2017
ISBN : 9781784158061
ACC. NO. : 190581
PUBLISHER : KAPLAN PUBLISHING
LOCATION : KAMPUS ALOR GAJAH
STATUS : OPEN SHELVES/RAK TERBUKA



ABSTRACT :
The main objective of this subject is to obtain a practical understanding of financial accounting and the process behind the preparation of financial statements for single entities. There is an introduction to measuring financial performance with the calculation of basic ratios.



REMPAH DAN KARI

AUTHOR : SABAIANAH BACHOK
CALL NO. : TX406 .S23 2019
ISBN : 9789673635788
ACC. NO. : 193103
PUBLISHER : PENERBIT UITM PRESS
LOCATION : KAMPUS ALOR GAJAH
STATUS : OPEN SHELVES/RAK TERBUKA

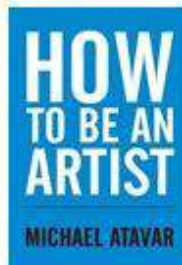


ABSTRACT :
Buku Rempah dan Kari cuba menerangkan bagaimana rempah mula digunakan di rantau Asia, khasiat dan kandungan sebatan kimia yang khusus dengan jenis rempah tertentu, dan bagaimana ia dapat dimanfaatkan dalam kehidupan seharian. Kegunaan dengan mengambil kira ramuan utama dan bagaimana ia berbeza menurut kandungan dalam ramuan dan dari mana ia berasal juga penting supaya penyediaan kari dapat dibandingkan berdasarkan rasa yang berlainan.



SENARAI BUKU: PERPUSTAKAAN TUN ABDUL RAZAK UITM CAWANGAN MELAKA
20 JUDUL (m/s: 1 / 5)

VOL. 2, FEBRUARI 2021



HOW TO BE AN ARTIST

AUTHOR : MICHAEL ATAVAR
CALL NO. : N85 .A83 2009
ISBN : 9780953107315
ACC. NO. : 192938
PUBLISHER : KIOSK PUBLISHING
LOCATION : KAMPUS ALOR GAJAH
STATUS : OPEN SHELVES/RAK TERBUKA



ABSTRACT :
Book that develops your creativity and helps you, stage by stage, grow your own creative potential. Michael Atavar draws on his extensive experience as an artist and coach to offer you exercises, tips and extensive lists of choices in order to make your vision real. In three expansive sections, he moves you from beginning an idea, through developing a vocabulary, to working with your own intuitive process



PENTAFSIRAN BAHARU : FALSAFAH PENDIDIKAN KEBANGSAAN DAN PELAKSANAAN PASCA 2020

AUTHOR : DZULKIFLI ABDUL RAZAK, ET AL.
CALL NO. : LB1025.3 .P419 2019
ISBN : 9789674910273 / 9789674910280
ACC. NO. : 192611
PUBLISHER : IJUM PRESS
LOCATION : KAMPUS ALOR GAJAH
STATUS : OPEN SHELVES/RAK TERBUKA



ABSTRACT :
Pendidikan wajar dipandu dan dibimbing supaya ia tidak diheret ke sana ke sini hingga terkeluar daripada madamat serta acuan kita sendiri. FPK masih relevan dan sesuai untuk abad ke-21 dalam melangsungkan agenda pendidikan negara dan sejagat. Antara tujuan utama buku ini, iaitu untuk memberi FPK nafas baru sesuai dengan zaman dan keadaan semasa. Untuk tujuan ini beberapa orang penulis yang pakar dalam bidang masing-masing telah diundang khas agar dapat berkongsi ilmu serta pengalaman mereka.

puitmmelakav2.blogspot.com

PENGGELASAN BAHAN

LIBRARY of CONGRESS CLASSIFICATION MAIN CLASS

- A GENERAL WORKS
- B PHILOSOPHY, PSYCHOLOGY, RELIGION
- C AUXILIARY SCIENCE of HISTORY
- D HISTORY: GENERAL and OLD WORLD
- E&F HISTORY: AMERICA
- G GEOGRAPHY, ANTHROPOLOGY, RECREATION
- H SOCIAL SCIENCE
- J POLITICAL SCIENCE
- K LAW

- L EDUCATION
- M MUSIC and BOOKS ON MUSIC
- N FINE ARTS
- P LANGUAGE AND LITERATURE
- Q SCIENCE
- S AGRICULTURE
- T TECHNOLOGY
- U MILITARY SCIENCE
- V NAVAL SCIENCE
- Z BIBLIOGRAPHY

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Online Public Access Catalog

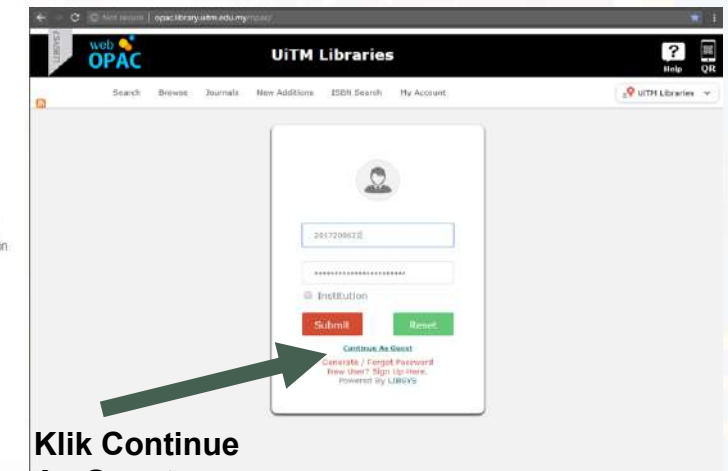
1. Sistem pencarian bahan dalam koleksi PTAR UiTM Cawangan Melaka
2. Pengguna boleh mencari bibliografik database dan maklumat spesifik secara online
3. Web OPAC boleh di akses melalui website : melaka.library.uitm.edu.my
4. Melalui login My Account dalam Web OPAC, pengguna juga boleh membuat pembaharuan pinjaman bahan secara online



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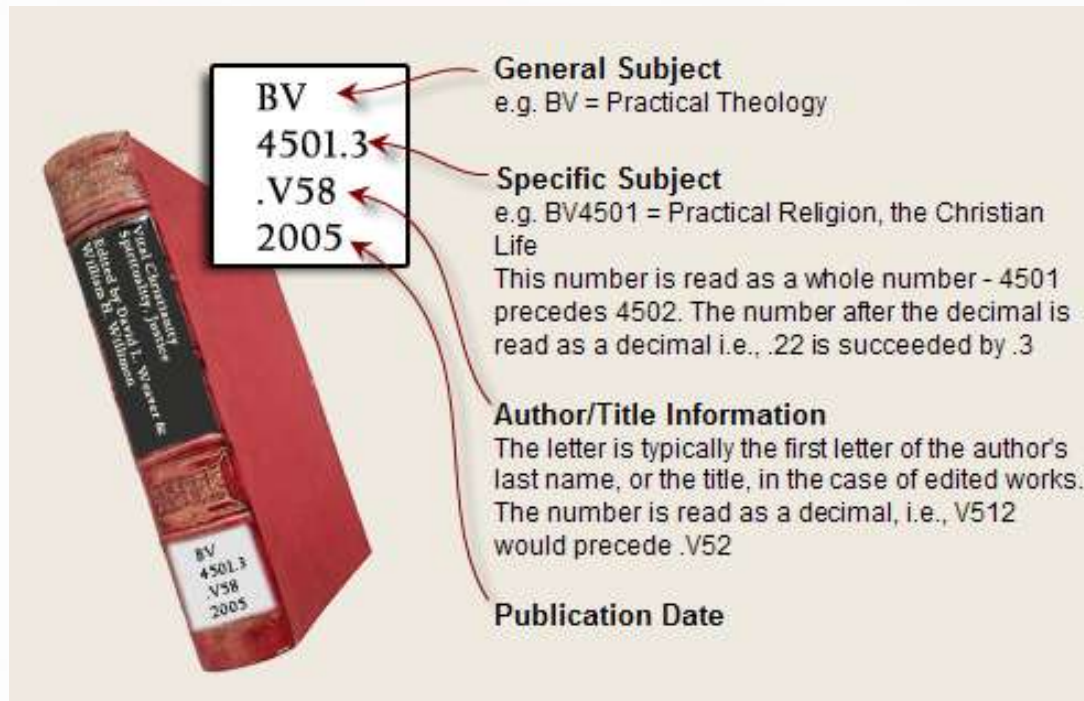


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Perpustakaan UiTM menggunakan sistem pengkelasan berikut :

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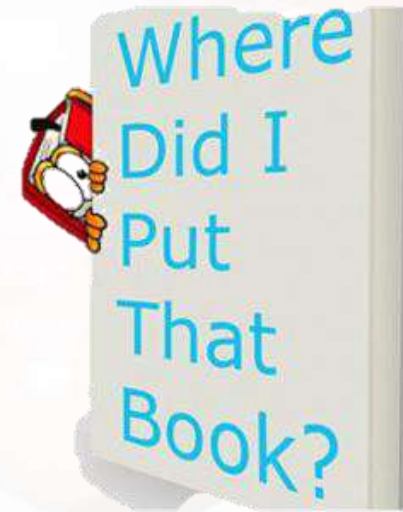
LAPORAN BUKU HILANG

KEHILANGAN BUKU:

- Staf dan pelajar yang kehilangan buku perlu membuat laporan segera kepada staf di Kaunter Perkhidmatan Pelanggan.

PELAJAR PERLU BERTANGGUNGJAWAB:

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PENINGKATAN PENGGUNAAN PERKHIDMATAN DIGITAL PERPUSTAKAAN PADA FASA 3 PKP BERBANDING FASA 1 PKP ADALAH SEBANYAK

186%

Ringkasan Analisa Penggunaan Perkhidmatan Digital PTAR Mengikut Fasa PKP

PERKHIDMATAN DIGITAL PERPUSTAKAAN	PERATUS PENGGUNAAN MENGIKUT FASA PKP	
	FASA 2 BERBANDING FASA 1	FASA 3 BERBANDING FASA 2
1. Chat With Librarian	34%	34%
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9. Repositori Khazanah Melayu	20%	16%
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11. Open Access Discovery	10%	43%

SUMBER : LAPORAN PENCAPAIAN PENGGUNAAN PERKHIDMATAN DIGITAL PERPUSTAKAAN UiTM DALAM TEMPOR PERINTAH KAWALAN PERGERAKAN (PKP) (18 MAC HINGGA 28 APRIL 2020) - JADATAN PERPUSTAKAAN DIGITAL PTAR UiTM SHAH ALAM

<https://www.hmetro.com.my/mutakhir/2020/04/568236/perkhidmatan-digital-ptar-uitm-meningkat>

Perkhidmatan digital PTAR UiTM meningkat

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Nazri Abu Bakar
am@hmetro.com.my

PERKHIDMATAN digital Perpustakaan Tun Abdul Razak (PTAR) Universiti Teknologi MARA (UiTM) seluruh negara mencatat peningkatan sebanyak 81 peratus sejak penguatkuasaan Perintah Kawalan Pergerakan (PKP).

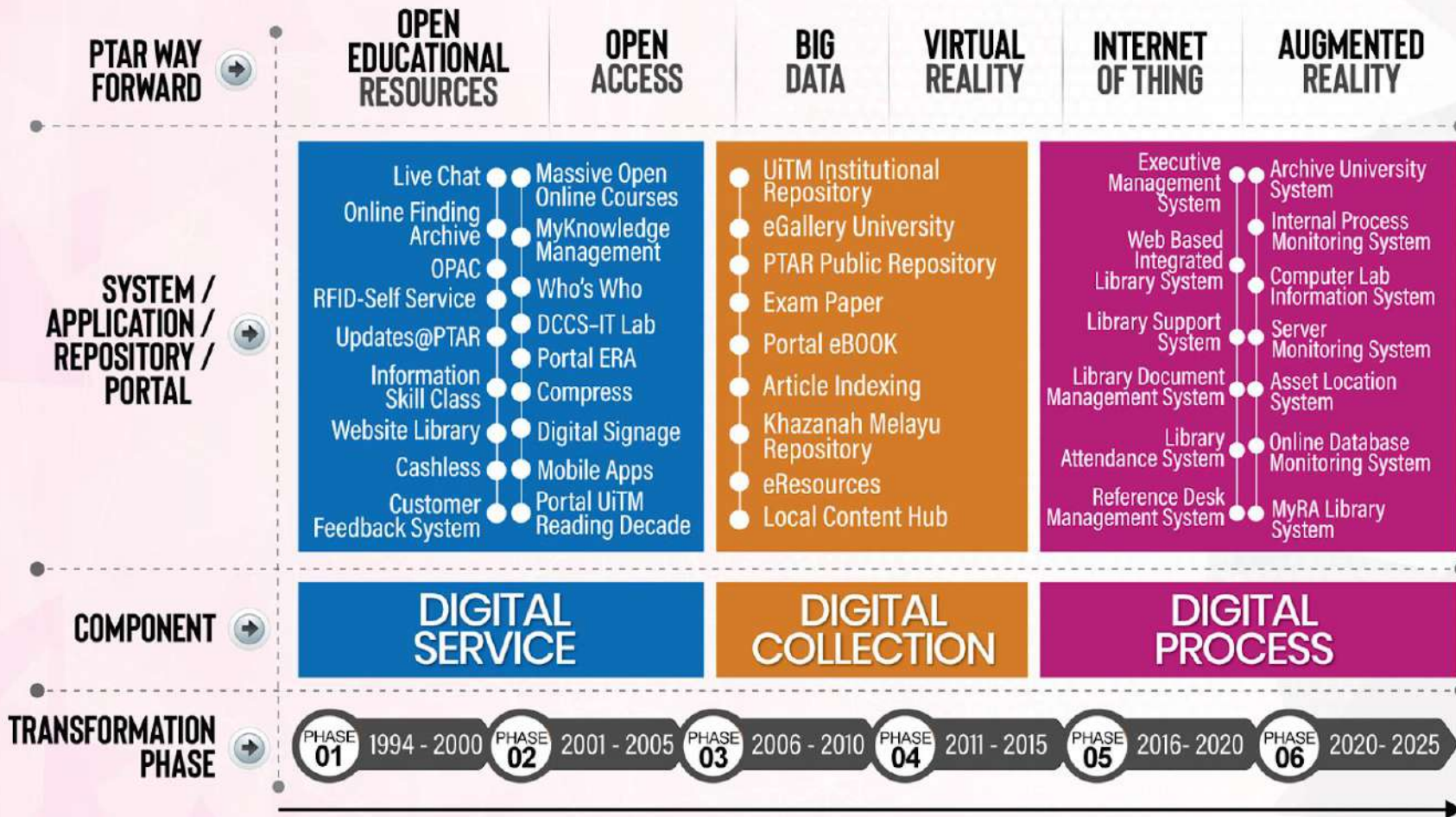
Ketua Pustakawan PTAR UiTM Malaysia, Noor Hidayat Adnan berkata, berdasarkan statistik, seramai 1,411,839 pengunjung melayari perkhidmatan digital itu pada Mac berbanding 778,367 Februari lalu.

Mutakhir

- Bekas peserta nyanyian realiti TV antara ditahan ketika berhibur
- Carla Suarez hidap kanser

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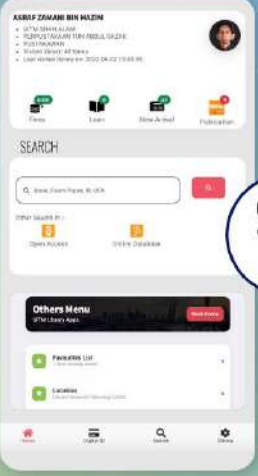
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Saved Items






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- 2.College of Engineering (Mechanical) 341
- 3.College of Engineering (Chemical) 345
- 4.College of Engineering (Civil) 250
- 5.Pharmacy 100
- 6.Medicine 3,666
- 7.Dentistry 42
- 8.Health Sciences 2,473
- 9.Applied Sciences 682
- 10.Computer And Mathematical Sciences 5,782
- 11.Architecture, Planning And Surveying 588
- 12.Sports Science And Recreation 136
- 13.Plantation And Agrotechnology 8

Social Science & Humanities

- 1.Law 1,148
- 2.Administrative Science And Policy Studies 152
- 3.Communication And Media Studies 1,323
- 4.College of Creative Arts (Art And Design) 311
- 5.College of Creative Arts (Film, Theater And Animation) 55
- 6.College of Creative Arts (Music) 182
- 7.Education 1,777
- 8.Academy of Contemporary Islamic Studies 100
- 9.Academy of Language Studies 163

Business & Management

- 1.Accountancy 5
- 2.Business And Management 2,512
- 3.Hotel And Tourism Management 29
- 4.Information Management 3,939
- 5.Arshad Ayub Graduate Business School 2,512

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Membentuk Masa Hadapan

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2. American Chemical Society Journal (ACS)
3. American Society of Civil Engineers Journal (ASCE)
4. ClinicalKey
5. ClinicalKey for Nursing
6. Current Law Journal (CLJ)
7. Dictionary of Natural Products (CHEMnetBase)
8. EBSCO: Medline Complete
9. EBSCO: Scientific & Medical Arts Imagebase
10. Eikon With Datastream
11. Emerald
12. HeinOnline International Core
13. IEEE Explore
14. Lexis Advance Malaysia
15. Library of Congress Classification Web (LOC)
16. Nielsen Book Data
17. ProQuest Dissertation & Thesis
18. ProQuest Music & Performing Arts Collection
19. RDA Toolkit
20. Reaxys
21. ScienceDirect
22. UpToDate
23. Web of Science (WoS)
24. Scopus

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| 12 JUDUL (m/s: 1 - 3)



CRITICAL SOCIOLINGUISTIC RESEARCH METHODS: STUDYING LANGUAGE ISSUES THAT MATTER

AUTHOR : MONICA HELLER
CALL NO : P40.3 J445 2018
ISBN : 9781138252935
ACC.NO : 1033132
PUBLISHER : ROUTLEDGE
LOCATION : PTAR UNDANG-UNDANG
STATUS : RAK TERBUKA (OPEN SHELVES)



ABSTRACT:
This book is a great resource for graduate-level qualitative methods courses in linguistics and anthropology, as well as methods courses in the humanities and social sciences that focus on the role of language in research. It is a timely text for investigating language issues that matter to and have consequences for people's lives.

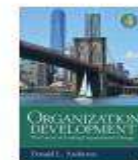


NIKLAS LUHMANN: LAW, JUSTICE, SOCIETY

AUTHOR : ANDREAS PHELIPOPOULOS-IMHALOPOULOS
CALL NO : K378 J449 2011
ISBN : 9789415685283
ACC.NO : 1048375
PUBLISHER : ROUTLEDGE
LOCATION : PTAR UNDANG-UNDANG
STATUS : SILIBUS



ABSTRACT:
On the whole, Niklas Luhmann's Law, Justice, Society serves both as an introductory text and as a critical response to Luhmann's theory, and is recommended reading for students and researchers in sociology, law, social sciences, politics and wherever is interested in seeing the influential work of Niklas Luhmann from a critical new perspective.



ORGANIZATION DEVELOPMENT: THE PROCESS OF LEADING ORGANIZATIONAL CHANGE

AUTHOR : DONALD L. ANDERSON
CALL NO : H088 J43 2017
ISBN : 9781506316574
ACC.NO : 1048419
PUBLISHER : SAGE PUBLICATIONS
LOCATION : PTAR UNDANG-UNDANG
STATUS : SILIBUS



ABSTRACT:
This edition offers a comprehensive look at individual, team, and organizational change, covering classic and contemporary organization development techniques. Today's practitioners need a solid foundation that is academically rigorous, but also relevant, practical, and grounded in organizational development values and ethics. This bestselling text provides students with the organization development tools they need to succeed in today's challenging environment of increased globalization, rapidly changing technologies and evolving workforce expectations.



THE HANDBOOK OF SOCIOLINGUISTICS

AUTHOR : FLORIAN COULMANS
CALL NO : P40 J36 1997
ISBN : 978663193395
ACC.NO : 1033134
PUBLISHER : WILEY-BLACKWELL
LOCATION : PTAR UNDANG-UNDANG
STATUS : REFERENCE



ABSTRACT:
The two key sections deal with the social dimensions of language and the linguistic dimensions of society. In addition, there is an introductory section taking issue with the theoretical and methodological foundations of sociolinguistic knowledge which have proved to be especially fruitful in recent years: education, bilingual education, the legal profession and language planning. The Handbook is equipped with a comprehensive bibliography which can be used as a research tool in its own right.

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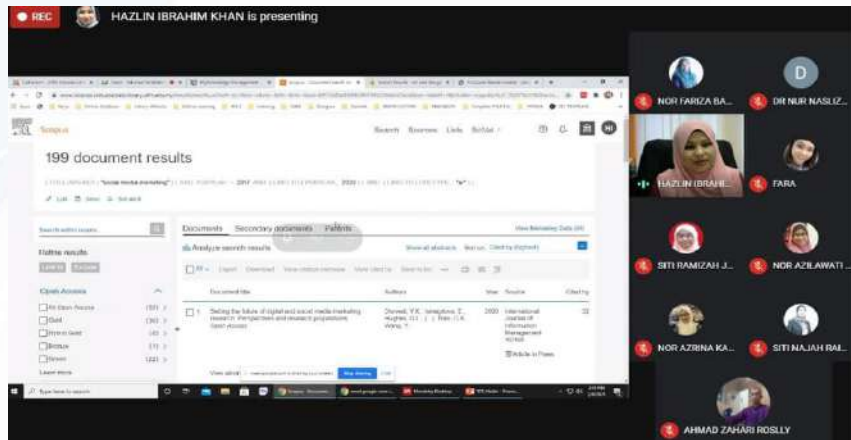
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5. LSC 201 : Advanced Literature Search II (Identify Collaborators Using Web of Science)
6. LMS300 :Reference Management Software-Endnote
7. LMS301 :Reference Management Software-Mendeley
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9. LSA400 :Writing & Publishing
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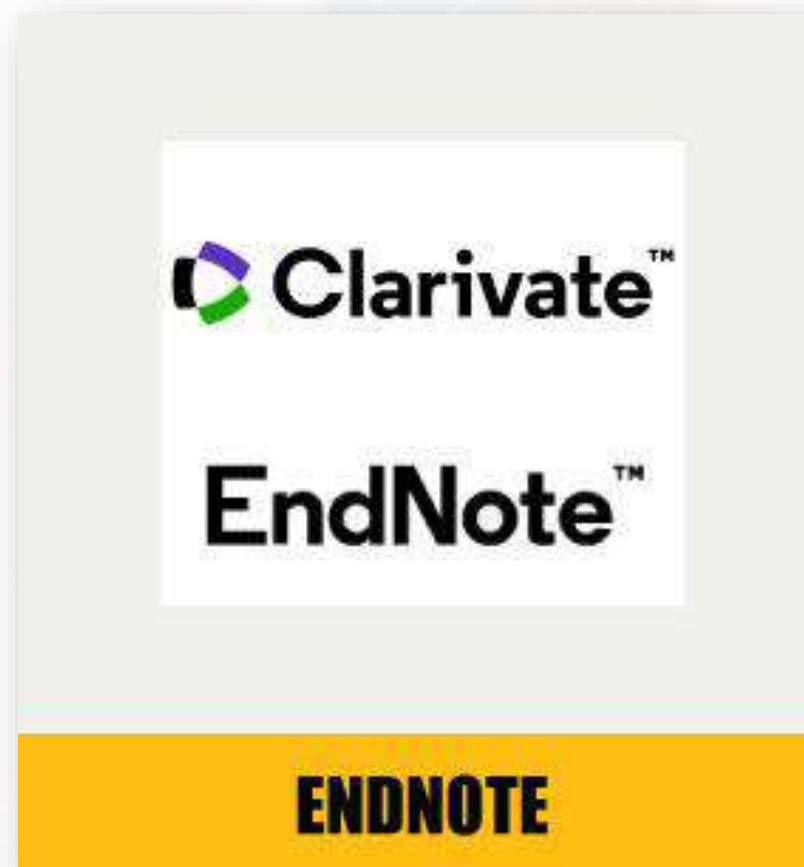
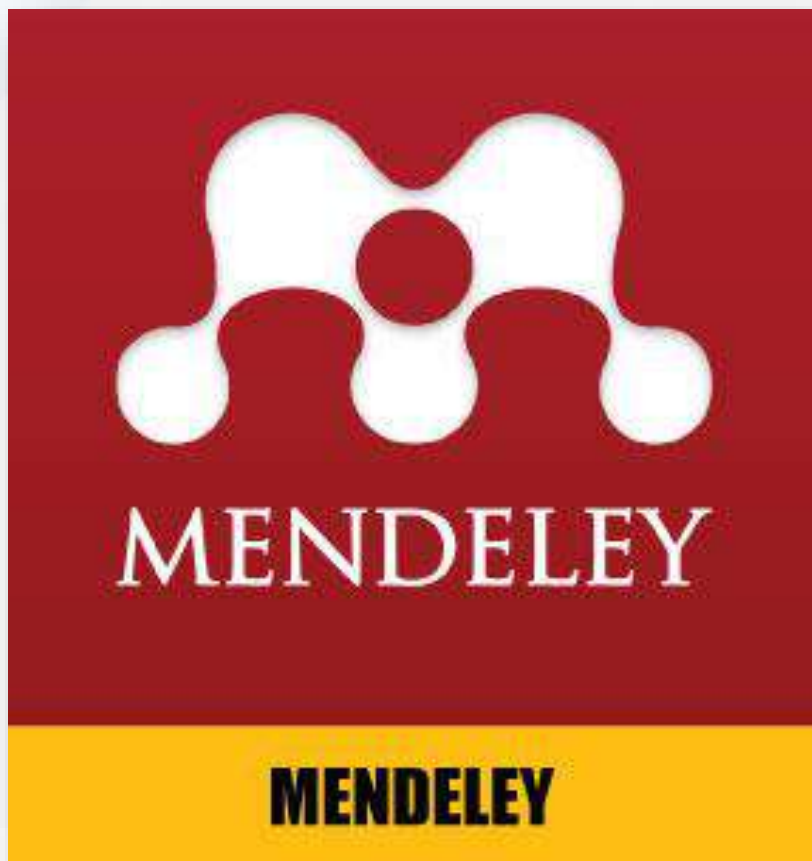


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