

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Communication skills		Module Delivery
Module Type	C		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar
Module Code	CSDC123		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	UGI	Semester of Delivery	
Administering Department	CSIT	College	Type College Code
Module Leader	Name	e-mail	
Module Leader's Acad. Title	Professor	Module Leader's Qualification	Ph.D.
Module Tutor	Name (if available)	e-mail	E-mail
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	01/06/2023	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p>Module Objectives أهداف المادة الدراسية</p>	<ul style="list-style-type: none"> - Develop Effective Communication Strategies: Learn how to adapt communication styles for different audiences, situations, and purposes. - Enhance Written Communication: Improve the ability to express thoughts and ideas clearly and concisely in written form, including emails, reports, and other written documents. - Improve Presentation Skills: Learn how to prepare and deliver effective presentations, including structuring content, using visual aids, and engaging an audience.
<p>Module Learning Outcomes مخرجات التعلم للمادة الدراسية</p>	<p>On successful completion of the module, students will be able to:</p> <ul style="list-style-type: none"> - Articulate their thoughts and ideas clearly and concisely, with improved vocabulary and grammar. - Produce well-structured, error-free written documents, such as emails, reports, and other written materials. - Adapt their communication style to suit different audiences, situations, and purposes. - Prepare and deliver engaging and informative presentations, utilizing appropriate structure, visual aids, and audience engagement techniques.
<p>Indicative Contents المحتويات الإرشادية</p>	<p>Introduction to communication skills Study skills Library skills Listening skills Presentation skills</p>

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

<p>Strategies</p>	<ul style="list-style-type: none"> - The student should use utilities in the lab to apply scientific experiment - The ability to execute the applications software.
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Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

<p>Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل</p>	<p>33</p>	<p>Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا</p>	<p>2</p>
<p>Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل</p>	<p>17</p>	<p>Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا</p>	<p>1</p>
<p>Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل</p>	<p>50</p>		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5 and 10	LO #1, #2 and #10, #11
	Assignments	2	10% (10)	2 and 12	LO #3, #4 and #6, #7
	Projects / Lab.	1	10% (10)	Continuous	All
	Report	1	10% (10)	13	LO #5, #8 and #10
Summative assessment	Midterm Exam	2hr	10% (10)	7	LO #1 - #7
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1	INTRODUCTION TO COMMUNICATION SKILLS
Week 2	Verbal Communication
Week 3	Communication cycle
Week 4	Study skills
Week 5	Presentation of Work
Week 6	Planning work
Week 7	Mid-term exam
Week 8	Library skills
Week 9	Academic library
Week 10	Research libraries
Week 11	LISTENING SKILLS
Week 12	Why You Need Good Listening Skills
Week 13	Barriers to effective listening
Week 14	READING SKILLS
Week 15	Types and methods of reading

Delivery Plan (Weekly Lab. Syllabus)

المنهاج الاسبوعي للمختبر

	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	

Learning and Teaching Resources

مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts	Communication skills vol.I Wambui et al.	No
Recommended Texts		No
Websites		

Grading Scheme

مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.