



Department of Computer Science

College of Science

University of Cihan- Sulaimanyia Campus

Subject: Communication Skills

Course Book – Year 2nd.

Lecturer's name Dr.Lway Faisal (BSc, MSc, PhD)

Academic Year: 2023/2024

1. Information on the Programme

1.1. Higher Education Institution	<i>Cihan University Sulaimaniya</i>
1.2. College	<i>Science</i>
1.3. Department	<i>Computer Science</i>
1.4. Field of Study	<i>Communication Skills</i>
1.5. Cycle of Study¹	<i>1</i>
1.6. Specialization/ Study Programme	<i>Jobs and field communication in Computer Science</i>
1.7. Form of Education	<i>Full Time</i>

2. Information on the Discipline

2.1. Discipline Name	<i>Communication Skills</i>
2.2. Code	<i>CUE31026</i>
2.3. Language:	<i>English</i>
2.4. (Theory) Lecturer E-mail: Tel: Webpage, Google Classroom	<i>Assistant Professor Dr.Lway Faisal Abdulrazak</i> <u><i>lway.faisal@sulicihan.edu.krd</i></u> <i>009647700616304</i> <u><i>https://uni.sulicihan.edu.krd/qa/profile.php?id=64</i></u>
2.5. Practical/Seminar/ Laboratory/ Project Lecturer e-mail: Tel: Webpage, Google Classroom	<i>Assistant Professor Dr.Lway Faisal Abdulrazak</i> <u><i>lway.faisal@sulicihan.edu.krd</i></u> <i>009647700616304</i> <u><i>https://uni.sulicihan.edu.krd/qa/profile.php?id=64</i></u>

3. Total estimated time (Teaching Hours per Semester)

Total Contact Hours:	38
Total Self Study Hours:	70
Total No. Hours:	108
ECTS:	4.00

No. of Weeks	Contact Hours					Self-Study					
	Theoretical	Practical	Lab	Project	Visit	Quiz	Reading	Assignment	Report	Midterm Exam.	Final Exam.
1 st Week (Registration)	-	-	-	-	-	-	-	-	-	-	-
2 nd Week	2						2			6	12
3 rd Week	2			1			2	2			
4 th Week	2			1		2	2				
5 th Week	2			1			2	2			
6 th Week	2			1		2	2				
7 th Week	2			1			2				
8 th Week	2			1		2	2			6	
9 th Week	2			1			2	2			
10 th Week	2			1		2	2				
11 th Week	2			1			2	2			
12 th Week	2			1		2	2				
13 th Week	2			1			2				
14 th Week	2			1			2	2			
15 th Week (Final Exam.)		-	-	-	-	-	-	-	-	-	
16 th Week (Final Exam.)	-	-	-	-	-	-	-	-	-	-	-
TOTAL	26	0	0	12	0	10	26	10	0	12	12

4. Prerequisites (if applicable)

4.1 Curriculum-Related	<i>Communications skills</i>
4.2 Skills-Related	<i>This curriculum provides a general outline for a 14-week course on communication skills focused on email writing, CV design, report building, and other related professional communication areas. The curriculum can be adjusted based on the specific needs and level of the audience</i>

5. Conditions (if applicable)

5.1. For the Theoretical	<ol style="list-style-type: none">1. Read and comprehend the textbook material.2. Attend all the classes and take notes on class discussions.3. Actively participate in class discussions and activities.4. Submit all the assignments and the project on time.5. Pass tests and quizzes.
5.2. For the Practical	All students are normally required to attend the lectures; take part in lectures through applying the exercises on the computer or as quizzes, and to implement assignments.

6. Cumulated Specific Competences

<i>Professional Competencies</i>	<p><i>Written Communication: This curriculum develops students' proficiency in written communication, enabling them to compose effective and professional emails, design compelling CVs, and create well-structured reports that convey information clearly and concisely.</i></p> <p><i>Interpersonal Skills: The curriculum fosters the development of interpersonal skills necessary for successful communication in professional settings, including active listening, empathy, conflict resolution, and effective participation in meetings and group discussions. Students learn to adapt their communication style to diverse audiences and build positive relationships with colleagues and superiors.</i></p>
Transversal competences	<p>Critical Thinking: The curriculum cultivates critical thinking skills by encouraging students to analyze and evaluate information, make informed decisions in their communication, and effectively convey their ideas and arguments.</p> <p>Collaboration and Adaptability: The curriculum promotes collaboration and adaptability by providing opportunities for students to work in teams, engage in group discussions, and adapt their communication style to different contexts and audiences, fostering effective interpersonal skills and flexibility in communication approaches.</p>

7. Discipline Objectives (Based on the cumulated specific Competences)

7.1. General Objective	<p><i>After going through this lesson, you would be able to develop the ability to effectively and professionally convey information, ideas, and messages in various contexts. By studying communication skills, individuals aim to enhance their written and verbal communication, active listening, interpersonal skills, and critical thinking, enabling them to succeed in professional environments, build strong relationships, and positively influence others through clear and impactful communication.</i></p>
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8. Content

<i>Week</i>	<i>8.1. Theoretical-Number of Hours</i>	<i>Teaching methods</i>	<i>Observation</i>
1	Registration		
2	<p>Importance of effective communication in professional settings</p> <p>Key elements of communication: clarity, conciseness, and professionalism</p> <p>Overview of different communication mediums: email, CVs, reports, etc.</p>	lecture	<i>1 lecture = 2 hours</i>
3	<p>Understanding email etiquette and best practices</p> <p>Crafting professional and concise email messages</p> <p>Managing tone, grammar, and formatting in email communication</p>	lecture,	<i>1 lecture = 2 hours</i>
4	<p>Understanding the purpose and structure of a CV</p> <p>Highlighting relevant skills, experiences, and achievements</p> <p>Designing a visually appealing and well-organized CV</p>	lecture	<i>1 lecture = 2 hours</i>
5	<p>Purpose and importance of cover letters in job applications</p> <p>Writing targeted cover letters that capture attention</p> <p>Tailoring cover letters to specific job requirements</p>	lecture	<i>1 lecture = 2 hours</i>
6	<p>Understanding the structure and components of a report</p> <p>Collecting, organizing, and presenting information effectively</p> <p>Writing clear and concise reports with proper formatting</p>	lecture	<i>1 lecture = 2 hours</i>
7	<p>Techniques for persuasive writing in a professional context</p> <p>Crafting convincing arguments and proposals</p> <p>Using language effectively to influence and persuade</p>	lecture	<i>1 lecture = 2 hours</i>
8	<p>Planning and organizing presentations for maximum impact</p> <p>Developing clear and engaging content</p>	lecture	<i>1 lecture = 2 hours</i>

	Delivery techniques, body language, and managing audience interaction		
9	<p>Building positive relationships and effective communication with colleagues and superiors</p> <p>Active listening and empathetic communication skills</p> <p>Handling difficult conversations and conflict resolution</p>	lecture	<i>1 lecture = 2 hours</i>
10	<p>Effective participation in meetings and group discussions</p> <p>Techniques for contributing ideas, asking questions, and providing feedback</p> <p>Facilitating and leading productive discussions</p>	Lecture,	<i>1 lecture = 2 hours</i>
11	<p>Understanding cultural differences in communication</p> <p>Adapting communication styles for diverse audiences</p> <p>Avoiding cultural misunderstandings and promoting inclusivity</p>		
12	<p>Importance of nonverbal cues in communication</p> <p>Interpreting and using body language effectively</p> <p>Enhancing nonverbal communication skills in professional settings</p>	lecture	<i>1 lecture = 2 hours</i>
13	<p>Strategies for building professional networks and connections</p> <p>Elevator pitches and self-introductions</p> <p>Networking etiquette and follow-up communication</p>	lecture	<i>1 lecture = 2 hours</i>
14	<p>Ethical considerations in communication and confidentiality</p> <p>Maintaining professionalism in written and verbal communication</p> <p>Reflecting on personal communication skills and setting goals for improvement</p>	lecture	<i>1 lecture = 2 hours</i>

9. Assessment

<i>Type of Activity</i>	<i>9.1. Assessment Criteria²</i>	<i>9.2. Assessment Type</i>	<i>9.3. Percentage of the final Grade</i>
9.4. Theoretical	Mid-term (30%)	Exam	%30
9.5. assignments/ Seminar/Presentation	Final-Exam (40%)	Exam	%40
9.6. Activity during Semester	Quizzes (15%) + Assignment (15%)	Exam	%30
<i>Minimum performance Standards:</i>			

<i>Theoretical Lecturer</i>	<i>Dr.Lway Faisal</i>
Practice Lecturer	<i>Dr.Lway Faisal</i>

<i>Approved by the Curriculum development Committee:</i>	
1	<i>Asst. Prof. Dr. Lway Faisal Abdulrazak</i>
2	<i>Asst. Prof. Dr. Kusay Faisal Abdulrazak.</i>
3	<i>Asst. Lec. Sadeer Dheyaa Abdulameer</i>
Head of the Department/ Dean	<i>Asst. Prof. Dr. Lway Faisal Abdulrazak</i>

