

Communication Skill (CUE31062)

1. Information on the Programme

1.1. Higher Education Institution	Cihan University Sulaymaniyah
1.2. College	Science
1.3. Department	Computer Science
1.4. Field of Study	Communication skill
1.5. Cycle of Study¹	1
1.6. Specialization/ Study Programme	Computer Science
1.7. Form of Education	Full Time

2. Information on the Discipline

2.1. Discipline Name		Artificial Intelligence						
2.2. Code								
2.3. Language:		English						
2.4. (Theory) Lecturer		Assistant Lecturer Sherko Hamalaw Murad						
E-mail:		sherko.murad@sulicihan.edu.krd						
Tel:		(+964)-07702452429						
2.5. Practical/Seminar/ Laboratory/ Project Lecturer		Assistant Lecturer Sherko Hamalaw Murad						
e-mail:		sherko.murad@sulicihan.edu.krd						
Tel:		(+964)-07702452429						
2.6. Year of Study	Third	2.7 Semester	Five	2.8. Assessment Type²	Written exam	2.9. Discipline Status	Content ³	CD
							Mandatory ⁴	MD

3. Total estimated time (Teaching Hours per Semester)

Total Contact Hours:		52										
Total Self Study Hours:		110										
Total No. Hours:		162										
ECTS:		06										
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					2			10	20	
3 rd Week	2	2				2	2	6				
4 th Week	2	2				2	2					
5 th Week	2	2				2	2		8			
6 th Week	2	2					2					
7 th Week	2	2					2					
8 th Week	2	2					2			10		
9 th Week	2	2				2	2	8				
10 th Week	2	2				2	2					
11 th Week	2	2					2					
12 th Week	2	2				2	2		8			
13 th Week	2	2				2	2					
14 th Week	2	2					2					
15 th Week (Final Exam.)												
16 th Week (Final Exam.)												
TOTAL	26	26				14	26	14	16	20	20	

4. Prerequisites (if applicable)

4.1 Curriculum-Related	Communication skill
4.2 Skills-Related	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

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

Professional Competencies	<p>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.</p> <p>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.</p>
Transversal competences	<p>Critical Thinking: The curriculum cultivates critical thinking skills by encouraging students to analyse and evaluate information, make informed decisions in their communication, and effectively convey their ideas and arguments. 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	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
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	strong relationships, and positively influence others through clear and impactful communication.
7.2. Specific Objectives	Improving Clarity, Active Listening, Nonverbal Communication, Chatgpt, CV, Emotional Intelligence

8. Content

Week	8.1. Theoretical-Number of Hours	Teaching methods	Observation
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	1 lecture = 2 hours
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	1 lecture = 2 hours
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	1 lecture = 2 hours
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	1 lecture = 2 hours
6	<p>Understanding the structure and components of a report</p> <p>Collecting, organizing, and presenting information effectively</p>	Lecture	1 lecture = 2 hours

	Writing clear and concise reports with proper formatting		
7	MIDTERM EXAM 1		
8	Techniques for persuasive writing in a professional context Crafting convincing arguments and proposals Using language effectively to influence and persuade	Lecture	1 lecture = 2 hours
9	Planning and organizing presentations for maximum impact Developing clear and engaging content Delivery techniques, body language, and managing audience interaction	Lecture, Quiz	1 lecture = 2 hours
10	Building positive relationships and effective communication with colleagues and superiors Active listening and empathetic communication skills Handling difficult conversations and conflict resolution	Lecture	1 lecture = 2 hours
11	Effective participation in meetings and group discussions Techniques for contributing ideas, asking questions, and providing feedback Facilitating and leading productive discussions	lecture	1 lecture = 2 hours
12	Understanding cultural differences in communication Adapting communication styles for diverse audiences Avoiding cultural misunderstandings and promoting inclusivity	lecture	1 lecture = 2 hours
13	Importance of nonverbal cues in communication Interpreting and using body language effectively Enhancing nonverbal communication skills in professional settings	lecture	1 lecture = 2 hours
14	Strategies for building professional networks and connections	lecture	1 lecture = 2 hours

	Elevator pitches and self-introductions		
	Networking etiquette and follow-up communication		

week	8.2. Practical Works–Number of Hours	Observation
1	Registration	
2	Lecture	1 lecture = 2 hours
3	Lecture	1 lecture = 2 hours
4	Lecture	1 lecture = 2 hours
5	Lecture, assignment	1 lecture = 2 hours
6	Lecture	1 lecture = 2 hours
7	MIDTERM EXAM 1	2 hours
8	Lecture	1 lecture = 2 hours
9	Lecture	1 lecture = 2 hours
10	Lecture	1 lecture = 2 hours
11	MIDTERM EXAM 2	2 hours
12	Lecture	1 lecture = 2 hours
13	Lecture	1 lecture = 2 hours
14	Lecture	1 lecture = 2 hours

Compulsory bibliography: Key references:

Optional Bibliography:

9. Assessment

Type of Activity	9.1. Assessment Criteria ²	9.2. Assessment Type	9.3. Percentage of the final Grade
9.4. Theoretical	Mid-term (30%)	Exam	%30
9.5. Practical/ Seminar/Laboratory	Final-Exam (40%)	Exam	%50
9.6. Activity during Semester	Quizzes (5%) Assignment (5%) Attendance (5%) Report (5%)	Exam	%20
Minimum performance Standards: basic knowledge of hardware and software with basics of java language.			

Theoretical Lecturer	Assistant Lecturer Scherko hamalaw Murad
Practice Lecturer	Assistant Lecturer Scherko Hamalaw Murad

Approved by the Curriculum development Committee:	
1	Dr. Esan Kanbar
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3	
Head of the Department/ Dean	Dr. Esan Kanbar