



**University/Academy:** Arab Academy for Science and Technology & Maritime Transport  
**Faculty/Institute:** College of Computing and Information Technology  
**Program:** Computer Science / Information Systems / Software Engineering

**Form No. (12)**  
**Course Specification**

**1- Course Data**

<b>Course Code:</b> NC233	<b>Course Title:</b> Communication Skills	<b>Academic Year/Level:</b> Year 1 / Semester 2
<b>Specialization:</b> Language and Communication	<b>No. of Instructional Units:</b> 2 hrs lecture 2 hrs section	<b>Lecture:</b>

<b>2- Course Aim</b>	This course focuses on the foundations of effective interpersonal communication skills, with particular emphasis on the skills important to establishing and maintaining effective professional and personal relationships. This course provides an understanding of the fundamental and practices of oral and written skills used regularly in effective communication as well as body language, phone communication, meetings and public presentation.
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**3- Intended Learning Outcome:**

<b>a- Knowledge and Understanding</b>	<b>Students will be able to demonstrate knowledge of:</b> <ul style="list-style-type: none"><li>• Understand the importance of effective communication</li><li>• Learn to communicate on a one-to-one basis</li><li>• Learn about how to control people's perspective of oneself and the importance of first impressions</li><li>• Communication with groups of people</li><li>• Learn how to give and understand instructions</li><li>• Know the importance of non-verbal communication</li><li>• How to run an effective phone call</li><li>• Running a meeting, : preparation, time management, getting decisions done</li><li>• Importance of presentations and technical reports in showing your work</li><li>• How to divide allotted time, how to prepare good powerpoint presentations</li><li>• How to organize your report/ presentation</li><li>• Importance of figures and charts in your report/presentation</li><li>• Demonstrate newly acquired communication skills in front of class</li></ul>
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<b>b- Intellectual Skills</b>	<p><b><u>By the end of the course, the student acquires high skills and an ability to understand:</u></b></p> <p>I5. Make ideas, proposals and designs using rational and reasoned arguments for presentation of computing systems.</p> <ul style="list-style-type: none"> <li>• Choice of word, tone, subject</li> <li>• Making the correct choices in appearance, language and gestures</li> <li>• Choice of word, tone, subject</li> <li>• Proper choice of words and tone</li> <li>• Choosing the correct posture and appearance</li> <li>• The right choice of words and tone</li> <li>• How to run and participate effectively in a meeting</li> <li>• How to write a good report</li> <li>• Ability to be clear and brief</li> <li>• How to make your point clear</li> <li>• How to do good charts &amp; figures</li> <li>• Be a good communicator</li> </ul>
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<b>c- Professional Skills</b>	<p><b><u>By the end of the course the student will have the ability to:</u></b></p> <p>P10. Communicate effectively by oral, written and visual means.  P12. Prepare and present seminars to a professional standard.  P13. Prepare technical reports, and a dissertation, to a professional standard; use IT skills and display mature computer literacy.</p> <p>How to have an effective conversation (P10)  How to have a good first impression (P10)  How to have an effective conversation (P10)  Listening and talking efficiently (P10)  Giving the correct impression to people (P10)  Listening and talking efficiently (P10)  How to act during meetings to be active participant without monopolizing (P10)  Organizing your report/ presentation (P12,P13)  Using presentation software (P12,P13)  The best methods to get the message across (P12,P13)  Mastering powerpoint (P12,P13)  Ability to do clear presentations and reports (P12,P13)</p>
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<b>d- General Skills</b>	<p><b><u>Students will be able to:</u></b></p> <p>G1. Demonstrate the ability to make use of a range of learning resources and to manage one's own learning.  G2. Demonstrate skills in group working, team management, time management and organizational skills.  G4. Use an appropriate mix of tools and aids in preparing and presenting reports for a range of audiences, including management, technical, users, industry or the academic community.  G6. Reveal communication skills, public speaking and presentation skills, and delegation, writing skills, oral delivery, and effectively using various media for a variety of audiences.</p>
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<b>4- Course Content</b>	<b>#</b>	<b>CLO</b>
	1	Package their skills in a job-getting interview and team work communication
	2	Identify and focus on the main message and content
	3	Organize speaking and writing in a logical, professional-looking fashion
	4	Evaluate information resources
	5	Avoid plagiarism by adhering to correct referencing principles
	6	Think critically
	7	Speak confidently and authoritatively, with or without, speech notes
	8	Communicate through public presentations
<b>5- Teaching and Learning Methods</b>	Lectures, classwork, Presentation, Individual study & self-learning.	
<b>6- Teaching and Learning Methods for Students with Special Needs</b>	<ul style="list-style-type: none"> <li>• Students with special needs are requested to contact the college representative for special needs ( currently Dr Hoda Mamdouh in room C504)</li> <li>• Consulting with lecturer during office hours.</li> <li>• Consulting with teaching assistant during office hours.</li> <li>• Private Sessions for redelivering the lecture contents.</li> </ul> For handicapped accessibility, please refer to program specification.	
<b>7- Student Assessment:</b>		
<b>a- Procedures used:</b>	Exams and Individual Presentations and reports	
<b>b- Schedule:</b>	Week 7 exam Presentation Week 16 Final presentation	
<b>c- Weighing of Assessment:</b>	7 <sup>th</sup> week exam 30% Individual presentations 20% Term work 10% Final presentation and report 40%	
<b>8- List of References:</b>		
<b>a- Course Notes</b>	From the Moodle on www.aast.edu	
<b>b- Required Books (Textbooks)</b>	Richrad Denny , <i>Communicate to Win</i> , Kogan Page Press, 2001	
<b>c- Recommended Books</b>	DeVito, J. A. (2002). <i>Messages: Building interpersonal communication skills</i> . Boston: Allyn & Bacon.	
<b>d- Periodicals, Web Sites, ..., etc.</b>		

**Course Instructor:**

**Head of Department:**

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