

Communication Skills 110

Course Title	English Code /No	contact hours / week			C.H.
		Th.	Pr.	Tr.	TCH
Communication Skills	COMM 101	3	-	-	3
Pre-requisites:	None				

Brief contents, to be posted in university site and documents(4-5 lines):

COMM 101 is structured as an introductory communication course. It is designed to expose students to the theories, skills, and strategies needed to become effective communicators in academic and professional settings. It explains the major theories of human communication and persuasion in interpersonal, small group, and public communication contexts. The course also focuses on effective communication skills and strategies for writing reports and CV's and for preparing and delivering effective presentations.

Objectives :

Upon successful completion of the course students should be able to:

- Identify and describe the basic components of the communication model, the various types of communication, and the role communication plays to satisfy needs.
- Describe the different skills and strategies that enhance communication effectiveness
- Explain the major concepts used to describe interpersonal and small group processes
- Observe and utilize the recommended strategies for developing and delivering and evaluating effective public presentations.

Course Outcomes :

o Knowledge :

- This course requires the students to demonstrate the following:
- Appreciate the importance of communication for succeeding in the work environment and in personal relationships
- Demonstrate the skills and strategies essential for effective interpersonal communication
- Recognise ways to communicate with greater confidence and overcome anxiety
- Explain the major concepts used to describe interpersonal processes

o Cognitive Skills :

This course will enable students to:

- Explain and analyze the different communication theories and communication contexts
- Choose the appropriate communication techniques and skills to improve and enhance the vocal message
- Identify the steps in preparing and delivering presentation material
- Demonstrate mastery of the skills needed for writing CV's, reports and personal interviews.



o Interpersonal skills and responsibilities :

- Working collaboratively by demonstrating interpersonal skills and acting responsibly in professional settings.
- Assuming responsibility for self-learning.
- Adhering to professional ethics and practices.

o Analysis and communication :

- Understanding and analyzing information.
- Exercising ethical considerations in the development and presentation of ideas.
- Using techniques and strategies to communicate effectively with others.
- Using oral and written modes of communication efficiently to enhance academic and practical skills and capabilities.
- Using communication technologies to improve and update personal knowledge.
- Gain control and command over speech anxiety.

Text book :

Saad B. Al-Masoodi (editor) (2006) Communication skills, Jeddah, King Abdulaziz University, Centre for Teaching & Learning Development. (In Arabic).Supplementary references

Other Information Resources :

www.comm-unit.ne

Time table for distributing theoretical/practical course contents :

List of Topics	No of Weeks	Contact Hours
Induction Week	1	2
Introduction to human communication	2	6
Intrapersonal communication	1	2
Verbal communication	1	2
Non-verbal communication	2	6
Listening skills	1	2
Human communication for better human relationships	1	2
Communication within small groups	1	2
Public Speaking	1	2
Writing up CV's, letters & reports/ personal interview prep tips	2	6
Final Exam	13	39