Arab Academy for Science and Technology and Maritime Transport Computer Science Curriculum Course Syllabus				
Course Code: NC133	**Course Title:** Communication Skills	**Classification:** R	**Coordinator's Name:** Dr. Abeer Bader	**Credit Hours:** 3
Pre-requisites: LH135 (English for Specific Purposes I)	**Co-requisites:** **None**	**Schedule:** Lecture: 2 hours Tutorial-Lab: 2 hours		

Course Description:
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.

Textbook:
Johnson Sheehan, Richard, *Technical Communication Today*, Pearson/Longman

References:
- J. A. DeVito, *Messages: Building interpersonal communication skills*, Allyn and Bacon.

- Richard Denny, *Communicate to Win*, Kogan Page Press.

Course Objective/Course Learning Outcome:	**Contribution to Program Student Outcomes:**
1. Identify and focus on the main message and content. 2. Organize speaking and writing in a logical, professional-looking fashion. Evaluate information resources.	(SO4) Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles. (SO5) Function effectively as a member or leader of a team engaged in activities appropriate

3.	to the program's discipline.
4. Package their skills in a job-getting interview and team work communication. 5. Speak confidently and authoritatively, with or without, speech notes. 6. Think critically. 7. Communicate through public presentations.	(SO3) Communicate effectively in a variety of professional contexts. (SO5) Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
8. Avoid plagiarism by adhering to correct referencing principles.	(SO4) Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles.
Course Outline: 1. Communication Process 2. Solving Common Business Communication Problems 3. A continuation of Solving Common Business Communication Problems 4. The oral communication Process: Speaking and Listening 5. A quiz is held to cover the first module	6. Preparing to Speak 7. Organizing the Presentation / Using Clarification Support 8. Informative Speech 9. Persuasive Speech 10. Speech giving 11. Speech giving assessment 12. Group Communication