Syrian Arab Republic		الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالـــــي
Syrian Virtual University		الجامعة الافتراضية السورية

Course Description: Communication Skills and Technical Writing

1- Basic Information:

Course Name	Communication Skills and Technical Writing
Course ID	CSTW
Contact Hours (Registered Sessions)	21
Contact Hours (Synchronized Sessions)	21
Mid Term Exam	None
Exam	1.5 hours
Registered Sessions Work Load	21
Synchronized Session Work Load	21
Credit Hours	3

2- Pre-Requisites:

Course	ID
None	

3- Course General Objectives:

This course defines the concept of individual human communication together with its techniques and tools in order to get the required experiences in writing and personal communication with others. The communication will serve individuals in both practical and scientific issues. Thus, students will be able to introduce themselves in a professional ways, and to explain well the information and thoughts they need to transfer to others, also they will be able to deal with the information they give to others.

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4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Knowledge of the fundamentals of communication logic and its stages and its relation to general techniques and attitudes to human behavior
ILO2	Understand the meaning of CV and know its role, importance and how to employ it to advance to an opportunity. Know the role of the attachment letter and its integration with the CV, and prepare for a personal interview.
ILO3	Understand the meaning of the survey or survey questionnaire and know the role and importance and how to employ the results. Designing the questionnaire, conducting the survey and emptying its results.
ILO4	To know the meaning of scientific research and how to do it. How to submit scientific research results in a professional report.
ILO5	Know the types of direct communication and understand the meaning and privacy of the lecture. Design a lecture material and learn how to give it and prepare for it and conduct the discussion during it.

5- **Course Syllabus** (21 hours of total synchronized sessions;21 hours of total Recorded Sessions)

- **RS:** Recorded Sessions**; SS:** Synchronized Sessions**;**

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	The concept of individual communication is presented through a review: 1. The term "communication": linguistic - social - procedural 2. Individual human communication 3. The difference between	3	3	☐ Exercises ☐ Assignments ☐ Seminars ☐ Projects ☐ Practices ☐ Others	

	the forms of individual communication: internal - external 4. The process of external communication through: the basic forms of communication, the stages of communication process, the role and purpose of the communication process, during the communication process, avoidance of imbalance, permanent communication techniques, position communication techniques.				
ILO2	The pursuit of a job opportunity is presented through a review: 1. Steps of the recruitment procedure. 2. CV with attaching letter. 3. Prepare for and conduct a personal interview.	3	3	☐ Exercises ☐ Assignments ☐ Seminars ☐ Projects ☐ Practices ☐ Others	
ILO3	Access to and evaluation of information is presented through a review: 1. The meaning of the information, the chain handle. 2. Survey survey concept. 3. Stages to do.	3	3	☐ Exercises ☐ Assignments ☐ Seminars ☐ Projects ☐ Practices ☐ Others	
ILO4	Study the principles of scientific research in	6	6	☐ Exercises	

	terms of: 1. The concept of scientific research and its academic classification 2. Some of its tools 3. The basic stages of its operation 4. Scientific expression: the concept of scientific report and its types 5. Before starting a scientific research report 6. Integrated structure of scientific research report 7. Some rules for viewing and drafting the report content			☐ Assignments ☐ Seminars ☐ Projects ☐ Practices ☐ Others
ILO5	Studying a scientific lecture in terms of: 1. The concept of scientific lecture 2. Reason for adoption 3. Prepare to submit 4. Submission (discussion and discussion)	6	6	☐ Exercises ☐ Assignments ☐ Seminars ☐ Projects ☐ Practices ☐ Others

6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration		Ex	Exams		Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments		PW	Practice Work			

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
ILO1	• Set the communication process path. • Evaluate and learn from their mistakes. • Linking them to human behavior.	10%	Yes	☐	Yes		☐

ILO2	• Writing his resume for a specific goal. • Provide a default of his biography. • Prepare to interview progress to work.	22.5%	Yes	☐	Yes		Yes
ILO3	• Conduct a survey design. • A default procedure for a survey. • Unpacking survey results.	22.5%	Yes	☐	Yes		Yes
ILO4	• A default procedure for simple scientific research. • Submit its results in the form of a scientific report.	22.5%	Yes	☐	Yes		Yes
ILO5	• Preparation for a lecture. • Presentation of a virtual lecture.	22.5%	Yes	☐	Yes		Yes

7-Practice Tools:

Tool Name	Description
None	

8-Main References

Sandra E. (EDT) Belanger, Business And Technical Communication, Praeger/ Greenwood, Jan 30, 2005．

Debbie D. DuFrene, Carol M. Lehman, Business Communication, Thomson South-Western, Mar 1, 2004．

Hager, Peter J. Hager, Nancy C. Corbin, Howard Jeffrey Scheiber, Designing & Delivering Scientific, Technical, and Managerial Presentations, Wiley-IEEE, Jan 1, 1997．

9-Additional References

None