



MUTAH UNIVERSITY
Faculty of Engineering
Chemical Engineering Department



Course Syllabus

Course Code	Course Name	Credits	Contact Hours
0404200	Communication Skills	1 Credit Hours	1 contact hours a week

INSTRUCTOR/COORDINATOR

Name	Eng. Bahia maitah
Email/Office	Bahia_76@mutah.edu.jo/3 rd floor - Chemical Engineering Department
Office Hours	Sunday, Tuesday, Thursday (10:00 am – 11:00 am)
Classroom/Time	Sunday (2:00 pm -4:00 pm)

TEXTBOOK

Title	The material of this course will be in the form of handouts from the following references: Ref 1: Pauley and Riordan, Technical Report writing today, A.I.T.B.S. publishers, 1996. Ref 2: Weissberg and Buker, Writing up research, Prentice Hall Regents, 1995. Ref 3: Internet Resources
Author/Year/Edition	

Other Supplemental Materials

Title	
Author/Year/Edition	

SPECIFIC COURSE INFORMATION

A. Brief Description of the Content of the Course (Catalog Description)

This course aims to provide engineering students with the skills required to write technical and laboratory reports, résumé, and cover letters. The course will help students acquire the skills required to analyze job vacancy announcements, conduct a job interview, and present technical materials in interactive lectures and presentation.

B. Pre-requisites (P) or Co-requisites (C)

None						
C. Course Type (Required or Elective)						
Required (Compulsory Faculty course)						
SPECIFIC GOALS						
A. Course Learning Objectives (CLOs)						
By successful completion of this course the student will be able to ...						
1. To communicate effectively with a range of audiences via oral and written presentation (SO3)						
2. To function effectively on a team for conducting tasks related to report writing and group presentation (SO5)						
3. Establish goals, plan tasks, and meet objectives (SO5).						
4. To acquire and apply effectively a new knowledge as needed, using appropriate learning strategies (SO7)						
B. Student Learning Outcomes (SOs) Addressed by the Course (%)						
1	2	3	4	5	6	7
		√		√		√

BRIEF LIST OF TOPICS TO BE COVERED		
List of Topics	No. of Weeks	Contact Hours
<ul style="list-style-type: none"> • Handing out Syllabus • Discussing the course content and guidelines • Dividing the students into groups. 	1	2
<ul style="list-style-type: none"> • How to write Curriculum Vita (SO3) • How to cover litter(SO3) • How to perform perfectly in a job interview(SO3) 	2	4
<ul style="list-style-type: none"> • Conduct an interview for each student by asking the student to set in an empty first row of the class and answering the instructor question as interviewer in a simulation of a real job interview(SO3) 	2	4
<ul style="list-style-type: none"> • How to write a <u>Technical Report</u> (SO3) • Discussing a real Example with instructions(SO3) 	2	2

• Writing a full technical report. (SO3, SO5, SO7)		
• How to design a <u>Technical Poster</u> (SO3)	2	2
• Discussing a real Example with instructions(SO3)		
• Choosing a real example to do a real example on it. (SO3, SO5, SO7)		
Mid Term Exam	1	2
• Constructing a Power Point Presentation and orally presenting it. (SO3, SO5, SO7)	3	6
Final Exam	1	2
<i>Total</i>		

EVALUATION		
Assessment Tool	Due Date	Weight (%)
Mid Term Exam	According to the university calendar	20
Course Work (Homeworks, Quizzes, Projects, ...etc.)	One week after being assigned/ Homework/week	40
Final Exam	According to the university calendar	40