



Computer Science – Communication & Presentation Skills SS152

Semester: Spring 2021

Credit Hours: 2

Course Goals

This course is designed to increase students' understanding of the principles of effective communication, dynamics of face-to-face communication by introducing elements for effective communication. The course aims to develop students' oral communication skills, decision making and problem solving and presentations skills in a variety of settings.

Course Objectives:

With the goal of enhancing students' general ability and confidence in oral expression, the students are expected to:

- Understand how communication works, the processes involved
- Gain active listening and responding skills
- Improve vocal delivery
- Understand and improve body language
- Select information appropriate for presentations
- Gain a clear sense of audience's needs and purpose
- Use graphics and visual information in presentations
- Prepare and deliver presentations in groups and individually

Class Room Courtesies:

- Dress code: Formal/Business Casual (for all class sessions)
- Cell phones must be switched off during class.
- The required readings should be completed before the class commences.
- Deadlines for all assignments, readings and presentations must be adhered to strictly.
- Consistent attendance, punctuality and participation are essential to your success.

Plagiarism / Academic Dishonesty:

All work submitted must be your own work. Cases of plagiarism shall be sent to the Disciplinary Committee.

Textbook:

Communicate, 15th Edition

by Kathleen S. Verderber, Deanna D. Sellnow, Rudolph F. Verderber

Marking Criteria:

Presentations	15%
Class Participation	5 %
Quiz	10%
Midterm I & II	20%
Final	50%

FAST National University of Computer and Emerging Sciences, Lahore Campus

Weekly Schedule:

Week	Contents	Assignments	Chapters
1	Presentation Skills <ul style="list-style-type: none"> Verbal and Visual Adaptation Speech Apprehension 		13, 14 & 15
2	Communicating Verbally	Case Studies-worksheet	4 & 5
3	Communicating Nonverbally		1
4	Foundations of Communication <ul style="list-style-type: none"> Communication Process Communication Principles 	Group Presentation Quiz I – Ch: 4 & 5	6
5	Listening <ul style="list-style-type: none"> Types of Listening Steps in the Listening Process Barriers in Listening 	Group Presentation	3
Midterm I			
6	Intercultural Communication <ul style="list-style-type: none"> Characteristics Barriers Strategies 	Group Presentation	2
7	Perception of Self and Others <ul style="list-style-type: none"> The Perception Process Developing and Maintaining Self-Esteem 	Group Presentation	7
8	Understanding Interpersonal Relationships <ul style="list-style-type: none"> Types of Relationships Disclosure The Role of Technology 	Group Presentation	
9	Communicating in Groups <ul style="list-style-type: none"> Stages of Group Development Types of Groups Problem Solving in Groups 	Group Presentation Quiz 2	9 & 10
10	Informative Speaking	Assigning Topics for individual presentations	16
11	Persuasive Speaking		17
Midterm II			
12	Communicating Virtually <ul style="list-style-type: none"> Social Media and other Mediums Content Development 	Individual Presentations	16 & 17
13	Impromptu presentations	Individual Presentations	15 & 16
14	Impromptu presentations	Quiz 3 - Webinar	
15	Viva – Final exam assessment		