

National University of Computers and Emerging Sciences - Computer Science – Communication & Presentation Skills

Semester: Spring 2019

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 and introducing elements for effective communication. The course aims to develop students' oral communication skills, decision making and problem solving and making presentations 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
- Gain active listening and responding skills
- Improve vocal delivery
- Understand body language
- Select information appropriate for presentations
- Gain a clear sense of audience needs and purpose
- Use graphics and visual information
- Prepare and deliver presentations

Textbook: Communicate 13th Edition
Kathleen S. Verderber, Rudolph F. Verderber, and Deanna D. Sellnow

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. Research format is expected to follow standard documentation IEEE guidelines.

Grading Criteria

Quizzes	10%
Mid-Terms (2)	20%
Class Participation	5 %
Presentations	10%
Assignments	5%
Final	50%

Wk.	Class	Topic	Assignment for Lab
1	Course Introduction Facing Today's Communication Challenges		In Class Activity: <i>Case Study</i>
			Presentation 1: <i>General Topics</i>
2	Making Oral Presentations Informative and Persuasive Speaking		In Class Activity: <i>Case Study</i>
			Presentation2: <i>Random Topics</i>
3	Listening and Responding		In Class Activity: <i>Case Study</i>
			Presentation 3: <i>Focus on Listening & Responding</i>
4	Perception of Self and Others		In Class Activity : <i>Case Study</i>
			Presentation 4: <i>Academic Topics</i>
5	Writing for Audiences		In Class Activity: <i>Case Study</i>
			Group Presentation 5: <i>Academic Topics</i>
6	Improving Writing Techniques		Assignment 1:
			Group Presentation 6: <i>Perception of Self and Others</i>
7	Revising and Proofreading Business Messages		In Class Activity : <i>Case Study</i>
			Group Presentation 7: <i>Listening and Responding</i>
8	E-Mail and Memorandums		Assignment 2: <i>Pre – Reading Interpersonal Relations</i>
			Presentation 8: <i>Communicating Across Cultures</i>
9	Routine Letters and Goodwill Messages		Assignment 3: <i>Self-Assessment Individual Write-up</i>
			Group Presentation 9: <i>Interpersonal Relationship</i>
10	Persuasive Messages		Assignment 3: <i>Articles given to students to prepare for their panel discussions</i>
			Presentation 10: <i>Field Specific Topics</i>
11	Negative Messages		In Class Activity : <i>Case Study</i>
			Presentation 11: <i>Field Specific Topics</i>
12	Interpersonal Relationship Communicating in Person, by Telephone, and in Meetings		Activity : <i>Video Based discussion</i>
			Presentation 12: <i>Problem Solving in Groups</i>

13	The Job Search, Résumés, and Job Application Letters	Assignment 4: <i>CV/Resume</i>
		Presentation 13: <i>Taking & Giving Interviews</i>
14	Employment Interviewing and Follow-Up Messages	In Class Activity : <i>Case Study</i>
		Presentation 14: <i>Field Specific Topics</i>
15	Ethics in Communication	Activity : <i>Video Based discussion</i>
		Presentation 15 <i>Ethical Issues in Communication Across Cultures</i>