



الجامعة الافتراضية السورية  
SYRIAN VIRTUAL UNIVERSITY

# Course Definition File

Communication skills and scientific writing  
Career preparation

**I**nformation

**T**echnology

**E**ngineering



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### 1. Basic Information:

<b>Course Name</b>	Communication skills and scientific writing Career preparation
<b>Course ID</b>	GTW301
<b>Contact Hours (Registered Sessions)</b>	24
<b>Contact Hours (Synchronized Sessions)</b>	18
<b>Mid Term Exam</b>	–
<b>Exam</b>	1.15
<b>Registered Sessions Work Load</b>	24
<b>Synchronized Session Work Load</b>	24
<b>Credit Hours</b>	5

### 2. Pre-Requisites:

Course	ID
ICDL	GCS301

### 3. Course General Objectives:

The course emphasizes the skills of communication and scientific writing on several integrated areas of academic planning, education and career development. It aims to provide the students with a variety of skills that enable them to pursue their academic achievements effectively and qualify them to enter the labor market and adapt to its rapid development.

Firstly, students are defined with the concept of Communication and scientific communication, then they learn how to write CV, cover letter, interviewing techniques and how to find a job, secondly students introduced to new

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concepts such as personal branding, emotional intelligence then they learn how to get the skills of teamwork and negotiation and how to use it in the workplace.

thirdly students will learn how to design a questionnaire and write the report of the questionnaire and to identify types of scientific researches and its reports. Finally, students will be mastering the skill of presentations and the most important skills needed to develop a good professional path.

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#### 4. Intended Learning Outcomes (LO):

Code	Intended Learning Outcomes
LO1	Understand the logic of communication and scientific communication.
LO2	Understand basic communication skills.
LO3	Learn business writing.
LO4	Learn CV Writing Skills and Cover Letter.
LO5	Identify the best ways to find a job.
LO6	Identify job interview skills and acceptance tests.
LO7	Understanding personal brand and how to build it.
LO8	Identify teamwork skills.
LO9	Identify negotiation skills, conflict resolution and emotional intelligence.
LO10	Learn how to design a questionnaire and write its report.
LO11	Identify types of scientific research reports and how to write it.
LO12	Learn public speaking Participating in Meetings.

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## 5. Course Syllabus (24 hours of total synchronized sessions)

- RS: Recorded Sessions; SS: Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
LO1	<b>the logic of communication and scientific communication:</b> <ul style="list-style-type: none"> <li>• meaning of communication.</li> <li>• Some channels of communication in institutions.</li> <li>• purpose of the communication process.</li> <li>• Communication failure.</li> <li>• Communication techniques.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO2	<b>basic communication skills:</b> <ul style="list-style-type: none"> <li>• Personal communication skills.</li> <li>• Non-verbal communication skills.</li> <li>• oral communication skills.</li> <li>• Listening skills.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO3	<b>business writing:</b> <ul style="list-style-type: none"> <li>• Writing skill.</li> <li>• Reading skill.</li> <li>• Business writing skill.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices	

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Ministry of Higher Education		وزارة التعليم العالي
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				<input type="checkbox"/> Others	
LO4	<b>CV Writing Skills and Cover Letter:</b> <ul style="list-style-type: none"> <li>• Definition of CV.</li> <li>• CV Components.</li> <li>• Common errors when writing a resume.</li> <li>• Cover letter.</li> <li>• Cover letter Components.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO5	<b>best ways to find a job:</b> <ul style="list-style-type: none"> <li>• How to apply for a job.</li> <li>• How to use some websites to find a job.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO6	<b>job interview skills and acceptance tests:</b> <ul style="list-style-type: none"> <li>• Preparation of job interview.</li> <li>• Job interview errors.</li> <li>• What are the acceptance tests about?</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO7	<b>personal branding:</b> <ul style="list-style-type: none"> <li>• What is your personal brand and what is the importance</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments	

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	of building it. <ul style="list-style-type: none"> <li>Steps to Create a Personal Brand.</li> <li>Explore how to present and handle your personal brand (on social and professional networking sites).</li> <li>Learn personal brand techniques to create a consistent brand.</li> </ul>			<input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO8	<b>teamwork skills:</b> <ul style="list-style-type: none"> <li>Definition of work within a team.</li> <li>The most important skills required to work within a team</li> <li>The importance of working within a team.</li> <li>How to build a team</li> <li>How team work will be successful.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO9	<b>negotiation skills, conflict resolution and emotional intelligence:</b> <ul style="list-style-type: none"> <li>The concept of emotional intelligence.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects	

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	<ul style="list-style-type: none"> <li>• Components of emotional intelligence.</li> <li>• The concept of negotiation.</li> <li>• How to be a successful negotiator.</li> </ul>			<input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO10	<b>design a questionnaire and its report:</b> <ul style="list-style-type: none"> <li>• The meaning of the survey or questionnaire.</li> <li>• Designing survey.</li> <li>• Analyzing survey results.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO11	<b>types of scientific research reports and how to write it:</b> <ul style="list-style-type: none"> <li>• What is scientific research.</li> <li>• What is scientific report.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
LO12	<b>public speaking Participating in Meetings:</b> <ul style="list-style-type: none"> <li>• Presentation skills.</li> <li>• Body language.</li> <li>• Presentation skills using PowerPoint.</li> </ul>	2	2	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	



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## 6. Assessment Criteria (Related to ILOs)

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

LO Code	LO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
<b>LO1</b>	Understand the logic of communication and scientific communication.		X		X		X
<b>LO2</b>	Understand basic communication skills.		X		X		X
<b>LO3</b>	Learn business writing.		X		X		X
<b>LO4</b>	Learn CV Writing Skills and Cover Letter.		X		X		X
<b>LO5</b>	Identify the best ways to find a job.		X		X		X
<b>LO6</b>	Identify job interview skills and acceptance tests.		X		X		X
<b>LO7</b>	Understanding personal brand and how to build it.		X		X		X
<b>LO8</b>	Identify teamwork skills.		X		X		X
<b>LO9</b>	Identify negotiation skills, conflict resolution and emotional intelligence.						

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Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

<b>LO10</b>	Learn how to design a questionnaire and write its report.						
<b>LO11</b>	Identify types of scientific research reports and how to write it.						
<b>LO12</b>	Learn public speaking Participating in Meetings.						

## 7. Practice Tools:

Tool Name	Description

## 8. Main References

1. The Smart Guide to Business Writing, Gay Walley
  2. Introduction to Scientific Communication, Dani Or
  3. Why Teamwork is important in the work place, Laura Hutton, Australian Institute of Business, 2014.
  4. Fostering teamwork: How Four leading Companies Get it Right, Tanya Ashworth, December 2018.
  5. 10 Golden Rules of Personal Branding, Goldie Chan, 2018
  6. Career Hacking: Resume, LinkedIn, Interviewing +More, Goldie Chan, 2019
- Kurtz D.L. (2012), Contemporary marketing, 15th Edition, South-Western Cengage Learning, USA.