



Jordan University of Science and Technology
Faculty of Computer & Information Technology
Computer Information Systems Department

CIS202 Communication Skills

First Semester 2020-2021

Course Catalog

2 Credit Hours. This course focuses on verbal and nonverbal forms of communication: speaking, listening, and writing. It provides students with the information and practice they need to communicate effectively whether at work or at school.

Text Book

Title	Business Communication: Building Critical Skills
Author(s)	Kitty Locker, Stephen Kaczmarek
Edition	5th Edition
Short Name	Textbook
Other Information	

Instructor

Name	Miss Rawan Khasawneh
Office Location	A2 L-3
Office Hours	Sun : 15:00 - 16:00 Mon : 08:30 - 10:00 Wed : 08:30 - 10:00 Thu : 10:00 - 12:00
Email	rtkhasawneh@just.edu.jo

Instructor

Name	Mr. Qais Marji
Office Location	A2 L-3

Office Hours	Sun : 09:00 - 10:00 Sun : 14:30 - 15:30 Mon : 09:00 - 10:00 Tue : 14:30 - 16:00 Wed : 09:00 - 10:00 Thu : 15:00 - 16:00
Email	mqais@just.edu.jo

Instructor	
Name	Dr. Ahmad Al-Aiad
Office Location	-
Office Hours	
Email	aiaiad@just.edu.jo

Class Schedule & Room
<p>Section 1: Lecture Time: Sun, Tue : 10:00 - 11:00 Room: منصة الكترونية</p> <p>Section 2: Lecture Time: Sun, Tue : 11:30 - 12:30 Room: منصة الكترونية</p> <p>Section 3: Lecture Time: Mon, Wed : 10:00 - 11:00 Room: منصة الكترونية</p> <p>Section 4: Lecture Time: Mon, Wed : 11:30 - 12:30 Room: منصة الكترونية</p> <p>Section 5: Lecture Time: Sun, Tue : 10:00 - 11:00 Room: منصة الكترونية</p> <p>Section 6: Lecture Time: Mon, Wed : 10:00 - 11:00 Room: منصة الكترونية</p>

Teaching Assistant
(Section 6), (Section 5), (Section 4), (Section 3), (Section 2), (Section 1)

Prerequisites		
Line Number	Course Name	Prerequisite Type
1742000	Cls200 Professional And Ethical Issues In Computing	Pre./Con.

Tentative List of Topics Covered		
Weeks	Topic	References
Weeks 1, 2, 3, 4	Introduction to Communication Skills	Modules 1,2,3,4 From Textbook
Weeks 5, 6	Designing Documents, Slides, and Screens	Modules 5, 6 From Textbook
Weeks 7, 8	Positive Emphasis	Modules 7, 8 From Textbook
Week 9	Listening	Module 17 From Textbook
Weeks 10, 11	Working and Writing in Teams	Modules 18 From Textbook
Weeks 12, 13	Making Oral Presentations	Module 20 From Textbook
Weeks 13, 14, 15	R?sum?	Module 27 From Textbook

Mapping of Course Outcomes to Program Student Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
Define the term Communication Skills in a practical sense, describing the main components of effective communication, and describing communication across cultures and team work [1SO3, 1SO4, 1SO5]	30%	
Describe how good communication skills can improve the in-class learning process, demonstrate how to analyze and know your audiences, and using audience analysis to identify and choose reader benefits [1SO3, 1SO4, 1SO5]	10%	
Describe how to use Positive emphasis, to use You-attitude and looking at things from the reader?s point of view [1SO3, 1SO4, 1SO5]	15%	
Demonstrate how to prepare a presentation, how to deliver presentation effectively, how to interpret/read the audience?s body language. [1SO3, 1SO4, 1SO5]	15%	
Describe how to listen and interact with the speaker effectively [1SO3, 1SO4, 1SO5]	10%	
Demonstrate how to prepare your content and organize your document, the importance of spelling, grammar, and punctuation in writing. [1SO3, 1SO4, 1SO5]	10%	
Describe the good practices in writing resume, how good communication skills can help you get a good job. [1SO3, 1SO4, 1SO5]	10%	

Relationship to Program Student Outcomes (Out of 100%)																
A	B	C	D	E	F	G	H	I	J	K	SO1	SO2	SO3	SO4	SO5	SO6
													33.33	33.33	33.33	

Evaluation	
Assessment Tool	Weight
Assignment	10%
Midterm Exam	40%

Final Exam	50%
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Policy	
Course Objectives	This course is designed to help students: - Understand the meaning of and the importance of having good communication skills - Learn how to become an effective speaker - Learn how to become an effective listener - Learn how to write with a purpose

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