



Jordan University of Science and Technology
Faculty of Engineering
Chemical Engineering Department

CHE303 Communication Skills For Engineers - JNQF Level: 7

Second Semester 2023-2024

Course Catalog

2 Credit Hours. Managing technical data and writing for the workplace, memorandums, letters, applications, and research projects, building presentation skills through several individual and team presentations, focusing on style of delivery, and interaction with audience, job interview skills.

Teaching Method: Blended

Text Book

Title	Improve Your Communication Skills (Creating Success)
Author(s)	Alan Barker
Edition	6th Edition
Short Name	Text Book
Other Information	2022

Course References

Short name	Book name	Author(s)	Edition	Other Information
Reference-1	Technical Writing and Professional Communication for Nonnative Speakers of English.	Thomas N. Huckin and Leslie A. Olsen	2nd Edition	
Reference-2	Fundamentals of Organizational Communication; Knowledge, Sensitivity, Skills, Values, 7 th ed, Pearson Education, Inc.	Shockley-Zalabak, Pamela	7th Edition	
Reference-3	Organizational Behavior, 6 th ed, FT Prentice Hall	Andrzej A. Huczynski and David A Buchanan	6th Edition	
Reference-4	The Handbook of Communication Skills	Owen Hargie	4th Edition	

Instructor	
Name	Mrs. Rowaida Zoumot
Office Location	CH1 L2
Office Hours	
Email	zmot@just.edu.jo

Class Schedule & Room
Section 1: Lecture Time: Tue : 09:30 - 10:30 Room: القاعة الذكية

Prerequisites		
Line Number	Course Name	Prerequisite Type
2511010	LG101 Communication Skills In English	Prerequisite / Study

Tentative List of Topics Covered		
Weeks	Topic	References
Weeks 1, 2	Introduction to Communication skills for Engineers: Written, Verbal and Nonverbal communication	From Text Book
Week 3	Essential academic writing information (Referencing, Citation and Word Microsoft skills)	From Text Book , From Reference-4
Week 4	Academic and Technical Writing: Essay writing	From Text Book
Weeks 5, 6, 7	Academic and Technical Writing: Report writing	From Text Book , From Reference-4
Weeks 7, 8	Academic and Technical Writing: CV and Cover letter writing	From Text Book
Week 9	Academic and Technical Writing: Emails, Memos and Job Letters writing.	From Text Book , From Reference-1
Weeks 10, 11	Non-Verbal Communication	From Text Book , From Reference-1 , From Reference-4
Week 11	Listening skills	From Text Book , From Reference-1

Weeks 12, 13	Verbal Communications: Presentation skills	From Text Book , From Reference-4
Weeks 14, 15	Project Presentations: Group work	From Text Book , From Reference-4

Mapping of Course Outcomes to Program Outcomes and NQF Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
Define Communication skills for Engineers: types, advantage and disadvantage of communications. [1SO1] [1L7K1]	10%	
Writing Essay and formatting: essay types and structure. [1SO7] [1L7S2]	6%	
Explain some essential features of academic writing; references formatting, quotations [1SO7] [1L7S2]	12%	
Write effective technical documents that are grammatically and stylistically correct. [1SO5] [1L7S2]	15%	
Write effective CV, cover letter and gain some technical interview techniques [3SO3] [1L7S2]	12%	
Write professional e-mails, memos and letters [1SO7] [1L7S2]	10%	
Prepare and deliver professional technical presentations through applying principles of effective oral communication and slide design. [5SO3] [1L7C3]	15%	
Recognize listening skills, teamwork, participation in group meetings and interviews [5SO3] [1L7C3]	20%	

Relationship to Program Student Outcomes (Out of 100%)						
SO1	SO2	SO3	SO4	SO5	SO6	SO7
10		47		15		28

Relationship to NQF Outcomes (Out of 100%)		
L7K1	L7S2	L7C3
10	55	35

Evaluation	
Assessment Tool	Weight
MID EXAM	30%
Term Project and Oral Presentation	20%
FINAL EXAM	50%

Policy	
Attendance	Attendance will be checked at the beginning of each class. University regulations will be strictly followed for students exceeding the maximum number of absences.
Homework	Working homework problems is an essential part of this course and they represent a key opportunity to learn the subjects discussed. All homework problems assigned during lecture and usually due one week later unless otherwise stated. Late homework will not be accepted. Try to solve the problems independently. The assigned problems will be collected, graded, and returned to you in lecture.
Quizzes	Quizzes will be part of this course. No make-up quizzes will be conducted except in the case of a documented emergency
Student Conduct	It is the responsibility of each student to adhere to the principles of academic integrity. Academic integrity means that a student is honest with him/herself, fellow students, instructors, and the University in matters concerning his or her educational endeavors. Cheating will not be tolerated in this course. University regulations will be pursued and enforced on any cheating student.

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