



**Jordan University of Science and Technology**  
**Faculty of Science & Arts**  
**Humanities Department**

HSS129 General Skills

Summer Semester 2019-2020

**Course Catalog**

2 Credit Hours. Course Description Life skills: written communication(Writing the curriculum vitae (CV), writing letters, emails, etc.) Communication skills:The development of communication skills, the basics and culture of dialogue, acceptance of others, debate, constructive criticism, and personal interviews

**Text Book**

<b>Title</b>	Advanced Communication Skills
<b>Author(s)</b>	McPheat, S
<b>Edition</b>	2nd Edition
<b>Short Name</b>	Ref#1
<b>Other Information</b>	

**Course References**

Short name	Book name	Author(s)	Edition	Other Information
Ref#2	Barriers to Effective Communication and How to overcome them.	Behera, A. K Tripathy, B. K &	3rd Edition	
Ref#3	Interpersonal Communication Relating to Others	Beebe, A,S Beebe, J,S Redmond, M	1st Edition	
Ref #4	Writing that Works: Technical Writing	Gerson, S	3rd Edition	

**Instructor**

Name	<b>Mrs. Nisreen Azar</b>
Office Location	Ph2 L-2

Office Hours	Sun : 09:30 - 10:00 Sun : 11:00 - 11:30 Sun : 12:30 - 13:00 Mon : 09:30 - 10:00 Mon : 11:00 - 11:30 Mon : 12:30 - 13:00 Tue : 09:30 - 10:00 Tue : 11:00 - 11:30 Tue : 12:30 - 13:00 Wed : 09:30 - 10:00 Wed : 11:00 - 11:30 Wed : 12:30 - 13:00
Email	nnazar@just.edu.jo

Class Schedule & Room	
Section 1:	Lecture Time: Sun, Mon, Tue, Wed : 08:30 - 09:30 Room: منصة الكترونية
Section 2:	Lecture Time: Sun, Mon, Tue, Wed : 11:30 - 12:30 Room: منصة الكترونية
Section 3:	Lecture Time: Sun, Mon, Tue, Wed : 13:00 - 14:00 Room: منصة الكترونية
Section 4:	Lecture Time: Sun, Mon, Tue, Wed : 14:30 - 15:30 Room: منصة الكترونية
Section 5:	Lecture Time: Sun, Mon, Tue, Wed : 10:00 - 11:00 Room: منصة الكترونية
Section 6:	Lecture Time: Sun, Mon, Tue, Wed : 15:30 - 16:30 Room: منصة الكترونية

Tentative List of Topics Covered		
Weeks	Topic	References
Week 1	Introduction to communication	
Week 2	Barriers to effective communication	
Weeks 3, 4	Qualities of effective technical writing	
Weeks 5, 6	Applications of Technical Writing	
Weeks 7, 8	Creative Job hunt	
Week 9	Decision Making and problem solving skills	

Week 10	Team working and action Planning	
Weeks 11, 12	Communication Skills: Speaking and Listening	
Week 13	Persuading, Influencing and Negotiating Skills	
Week 14	Persuading, Influencing and Negotiating Skills	
Week 15	Leadership	
Week 16	Striving for Excellence	

Mapping of Course Outcomes to Program Student Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
1. Students will demonstrate better verbal and nonverbal communication skills.	20%	
Students will demonstrate critical thinking skills and, they will develop effective listening skills.	15%	
Students will be able to communicate effectively in writing and speaking	10%	
6. Students will be able to receive and deliver constructive criticism and they will be able to work in a team and communicate in groups.	15%	
8. Students will demonstrate creative job search skills and they will be able to write a cover letter/ email, a resume, and a follow up letter/ email.	30%	
Students will show a knowledge of job interview skills that are needed to land a job	10%	

Relationship to Program Student Outcomes (Out of 100%)				
Abc	Abc	HSS	HSS	HSS

Evaluation	
Assessment Tool	Weight
Online Quizzes	15%
Midterm Exam	45%
Final Exam	40%

Date Printed: 2020-09-24