



COURSE OUTLINE : Communication skills & critical Thinking and leadership MLT 257

A- COURSE INFORMATION:

Course Code	Course Title	Credit Units			Study Level	Pre-requisites
		Total	Theory	Practical		
MLT 257	<u>Communication skills & critical Thinking and leadership MLT 257</u>	2	2	-	<u>2nd year 3rd level</u>	None
Course Coordinator		Extension		Email Address		
<u>Dr. Hatem Qadhy Makhdoom</u>						

B- COURSE DESCRIPTION:

This course deals with communication skills as a tool for achieving personal psychological and social adaptability. It is one of the key skills in the self-development department. Moreover, it focuses on the methodology that enables students to be aware of conscious communication and positive interaction with the society, to find a balance and integration in the student's personality aspects (Mentally, Physically and Emotionally). The course is a two -unit subject with 2 units lecture. Duration: 1 semester of academic year (15 weeks). Total teaching hours: 30 hours (Lectures 30).

C- COURSE OBJECTIVES:

aims to support students to:

- 1- Verifying concepts, literatures, importance and factors of communication.
- 2- Improving communication with inner-self and self-confidence.
- 3- Working to counter communication problems with full power and competence.
- 4- Using effective methods which suits different human patterns during communication.
- 5- Using communication methods and practices that would develop the responsibility of the word.
- 6- Improving the speaking and listening skills.
- 7- Addressing, discussing, persuading and negotiating with others.
- 8- Working with groups as a team.

D- THEORY TOPICS:



Week	Theory Topic	Hours
5 Weeks	Communication skills, Types of communication, verbal , Non verbal communication and Impression management ,listening skills	10
5 Weeks	Critical thinking, definition, characteristics and roles. Distinguish argument from logic, and fact from opinion.	10
3 Weeks	Leadership and communication, Leadership management and problem solving	8
1 Weeks	Revision	2

E- PRACTICAL SESSIONS:		
Week	Practical Session	Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		



12		
13		
14		
15		

F- ASSESSMENT TASKS:

#	Type of assessment task	Week	Total Grades
1	Assignment submission	Week 10	5%
2	Midterm examination (written)	Week 8	15%
3	Continuous assessment	Weeks 1-14	10%
4	Final practical exam	Week 16	30%
5	Final written examination	Week 17-18	40%

G- LEARNING RESOURCES:

1- Required textbook:

- - Kossen, C, Kiernan, E & Lawrence, J 2013, *Communicating for success*, Pearson Education, Frenchs Forest, NSW

2- Essential references:

- Alberts, JK, Nakayama, TK & Martin JN 2012, *Human communication in society*, 3rd edn, Pearson Education Inc, Upper Saddle River

Notes:

- Assignments topics and requirements shall be announced by the end of Week-1, the deadline for submission is 12pm Thursday of Week-10 (each semester).
- Assignments and written assessment tasks must be verified against plagiarism, the maximum acceptable percentage is determined by the department (according to each level).
- Continuous assessment methods may include quizzes, internet searches, home-works, exercises, class activity, scratch cards, presentations, group work, etc.
- Practical exams may contain hands-on experiments, laboratory work, simulations, or demonstrations.
- Written exams will include multiple-choice questions (MCQ), short essay questions, and long essay questions.