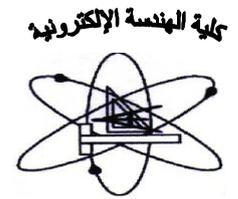**Department offering the program:**   Electronics and Electrical Communications
Department offering the course: Electronics and Electrical Communications Engineering
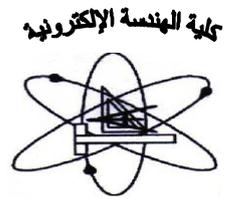
Course Specification

1- Course basic information :

Course Code: UR 017 University Requirement	Course Title: Communication and Presentation Skills	Academic year: 2014/2015 Level (1) – Semester : 1st
Field: Humanities and Social Science	Teaching hours: Lecture 2 Tutorial 2	

2- Course Objectives	1. To introduce students to the concepts of human communication skills. 2. To provide students with methods of human communications. 3. To enhance student ability to understand human patterns and behaviors. 3. To enhance student ability to demonstrate the effect of Communications on human relationships. 4. To teach students software programs used for doing presentations. 5. To practice students on interview good presentations.
3- Intended Learning Outcomes: ARS	**Course ILOs**
A- Knowledge and Understanding: A.9. Discuss topics related to humanitarian interests and moral issues.	A9.1 Discuss theories of human Communications. A9.2 Discuss methods of human Communications. A9.3 Discuss human patterns and behaviors. A9.4 Discuss the effect of Communications on human relationships. A9.5 Discuss software programs used for doing presentations. A9.5 Discuss and practice interview presentations.
B- Intellectual Skills None	none

C- Professional Skills	C.12) Prepare and present technical reports	C.12.1) Prepare and present technical reports on topics related to human communications and presentation skills.
D- General Skills	D.3 Communicate effectively. D.6. Effectively manages tasks, time, and resources.	D.3.1) Communicate effectively in lecture and tutorial times. D.6.1) Effectively manage tasks, time, and resources while writing a report, or doing an exam.

4- Course Contents	The theories process and methods of human communications is discussed with its related concepts - Human patterns and behaviors - Human relationships- Software programs used for doing presentations- Interviews.

5- Teaching and Learning Methods	- Lectures - Tutorials - Reports
6- Teaching and Learning Methods for disable students	• Assign a portion of the office hours for those students. • Arrange meetings for more discussion and declaration. • Give them specific tasks. • Repeat the explanation in lectures times.

7- Student Assessment

a- Assessment Methods	- Reports - Midterm, and final exams	
b- Assessment Schedule	- Report-1: - Mid-Term exam: - Report-2: - Final – term examination:	Week no 4 Week no 8 Week no 12 Week no 16
c- Weighting of Assessment	- Mid-term, and Reports: - Final – term examination: Total	30 % 70 % 100 %

8- List of text books and references:

a- Course notes	There are lectures notes prepared in the form of a book authorized by the department
b- Text books	
c- Recommended books	
d- Periodicals, Web sites	Web Sites related to Communications Skills.

………etc	

Course contents - ILOs Matrix

Content Topics	Week	A- Knowledge & Understanding	B- Intellectual skills	C- Professional and practical skills	D- General and transferable skills
Theories of human communications	1-2	A9.1		C12.1	D3.1, D6.1
Methods of human communications	3-4	A9.2		C12.1	
Human patterns and behaviors	5-7	A9.3		C12.1	
Human relationships	9-10	A9.4		C12.1	D3.1, D6.1
Software programs used for doing presentations-	11-12	A9.5		C12.1	D3.1, D6.1
Interviews.	13-14	A9.6		C12.1	D3.1, D6.1

Teaching and Learning Methods - ILOs Matrix

Teaching and Learning Methods	A- Knowledge & Understanding	B- Intellectual skills	C- Professional and practical skills	D- General and transferable skills
Lecture	A.9			D.3,D.6
Tutorials	A.9			D.3,D.6
Reports	A.9		C.12	D.6

Assessment Methods - ILOs Matrix

Assessment Methods	A- Knowledge & Understanding	B- Intellectual skills	C- Professional and practical skills	D- General and transferable skills
Reports	A.9		C.12	D.3,D.6
Midterm, and Final Written exams	A.9			D.6

Authorized from department board at 15/05/2016
Authorized from college board at 05/06/2016

Course coordinator:
Prof. Dr. Saber Zaineldeen

Head of Department
Prof. Fathi El-Sayed Abd El-Samie