FACULTY OF ARTS AND HUMANITIES - DEPARTMENT OF COMMUNICATION SKILLS

COURSE SYLLABUS

COMM 101: Communication Skills

COURSE TITLE	*ENGLISH CODE/NO*	*ARABIC CODE/NO.*	*CREDITS*			
			Th.	*Pr.*	*Tr.*	*Total*
Communication Skills	COMM 101	مهر ١٠١	3			3
Pre-requisites:	None					
Course Role in Curriculum *(Required/Elective):*	Required Course					
Catalogue Description: COMM 101 is structured as an introductory communication course. It is designed to expose students to the theories, skills, and strategies needed to become effective communicators in academic and professional settings. It explains the major theories of human communication and persuasion in interpersonal, small group, and public communication contexts. The course also focuses on effective communication skills and strategies for writing reports and CV's and for preparing and delivering effective presentations.						

*Textbooks***:**
1. Saad B. Al-Masoodi (editor) (2006) Communication skills, Jeddah, King Abdulaziz University, Centre for Teaching & Learning Development. (In Arabic).

Supplemental Materials:

Course Learning Outcomes:
By the completion of the course the student should be able to:
1. Identify and describe the basic components of the communication model, the various types of communication, and the role communication plays to satisfy needs.
2. Describe the different skills and strategies that enhance communication effectiveness
3. Explain the major concepts used to describe interpersonal and small group processes
4. Observe and utilize the recommended strategies for developing and delivering and evaluating effective public presentations.

Topics to be Covered:	*Duration in Weeks*
1. Introductory Week	1
2. Introduction to human communication	1
3. Intrapersonal communication	2
4. Verbal communication	1
5. Non-verbal communication	1
6. Listening skills	2
7. Human communication for better human relationships	1
8. Communication within small groups	1
9. Public Speaking	2
10. Writing up CV's, letters & reports/ personal interview prep tips	2