

Republic of Iraq

بسم الله الرحمن الرحيم

University: Diyala

College: Science

Department: Computer Sc.

Stage: Second

Lecturer name: Hazim Muman

Qualification: Ass.Lecturer

Place of Work: Diyala

university College: Science college

The Ministry of Higher Education &
Scientific Research



Flow up of implementation cell pass play

Course Instructor	Ass.Lecturer Hazim Numan Abd				
E-mail	Hazim_Numan@yahoo.com				
Title	Communication Skills				
Course Coordinator					
Course Objective	Course aims to teach students principles of communications				
Course Description					
Textbook	Applying numerical analysis methods by using Matlab				
Course Assessments	Term Tests	Laboratory	Quizzes	Project	Final Exam
	As(30%)	As(10%)	As(10%)	-	As (50%)
General Notes					

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Course Weekly Outline

Week	Date	Topes Covered	Lab. Experiment Assignments	Notes
1	1/10/2014	What is Communication/Component of communication		
2	8/10/2014	Kinds of communication- Barrier in communication s		
3	15/10/2014	Communication at Work Place (Office)		
4	22/10/2014	Importance and benefits of effective communication - Components		
5	29/10/2014	Process of communication		
6	5/11/2014	Better Public Speaking & Presentation-		
7	12/11/2014	The 7 C's of Effective communication - Writing Skills		
8	19/11/2014	Reading Skills - Speaking Skills- Listening Skills		
9	26/11/2014	Planning and Writing Documents		
10	3/12/2014	Business letter		
11	10/12/2014	Report writing, Kinds of Reports(Long & Short Reports		
12	17/12/2014	Communication Technologies		
13	24/12/2014	Speaking at Public Places, Strategies for Improving Oral Presentation		
14	31/12/2014	Job Application Process - Resume and Cover Letter to Resume		
15	7/1/2015	Job Interviews- Grammar, Style, Punctuation, Practice in Actual Communication		

Instructor Signature:

Dean Signature: