

Course Title and Code

IT 362 Communication Skills & Ethics issues

VI. Course Identification and General Information:

Course Title	Communication Skills & Ethics issues	Course Code	IT 362	Pre-requisite	-
Department	Information Technology	Course Level	6	Credit Hours	2(2+0)

VII. Course Description/Topics: The following course topics will be covered.

This course covers written, oral and interpersonal communication skills. As far as IT industry is concerned they will be given in depth knowledge for writing all kinds of business letters. specially the students will hand over in short pieces of writing each week.at the same time oral and power point presentation will be held during the semester. They will also be able to present themselves and their work in a professional way. For example, formatting of CV, being an interviewee and interviewer.

VIII. Course Outcomes: Summary of the main learning outcomes for students enrolled in the course.

- When asked, in writing, students will be able to define communication and describe why communication is important.
- When asked, in writing, students will be able to Define the leadership qualities and how to be an excellent leader
- When asked, in writing, students will be able Acquaint the importance of listen effectively.
- When asked, in writing, students will be able to interpret and explain their knowledge.
- When asked, in writing, students will be able to demonstrate interpersonal and impersonal skills.
- When asked, in writing, students will be able to identify and describe six approaches to leadership.
- When asked, in writing, students will be able to articulate their presentations.
- When asked, in writing, students will be able to interview people of high profile.
- When asked, in writing, students will be able to apply their theoretical knowledge about communication skill.
- When asked, in writing, students will be able to decide proper selection of words for the concerned audience.
- When asked, in writing, students will be able to adapt different cultures. Like high or low context culture.
- When asked, in writing, students will be able to manage interviews as an interview and interviewer.
- When asked, in writing, students will be able to present their CV in a professional way.
- When asked, in writing, students will be able to Implement the strategies of supportive communication and overcome listening barriers.

IX. Required Text:

- Business and Professional communication Steven Steven A. Beebe, Timothy P. Mottet Pearson Third /E 2016.

X. References:

- None