



وزارة التعليم العالي والبحث العلمي
جامعة المستقبل
 كلية العلوم
 قسم الكيمياء الحياتية



MODULE DESCRIPTOR FORM

نموذج وصف المادة الدراسية

Module Information معلومات المادة الدراسية			
Module Title	Communication Skills		
Module Type	Nasic <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar		
Module Code	UOMU036366		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	3	Semester of Delivery	2
Administering Department	Biochemistry department	College	College of Science
Module Leader		e-mail	
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name		e-mail	
Review Committee Approval Date		Version Number	1.0

RelationwithOtherModule
العلاقة مع المواد الدراسية الأخرى
ى

Prerequisite module	none	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Aims أهداف المادة الدراسية	<ul style="list-style-type: none"> • Equip students with essential verbal, written, and interpersonal communication skills for academic and professional contexts. • Develop competence in scientific and technical writing, report preparation, and presentation delivery. • Enhance listening, teamwork, and argumentation skills in both formal and informal settings. • Build confidence in using appropriate language and style when addressing diverse audiences.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate effective oral communication skills in academic and professional contexts. 2. Write clear, concise, and well-structured scientific reports and documents. 3. Utilize active listening and non-verbal communication techniques effectively. 4. Prepare and deliver professional presentations with confidence. 5. Apply communication strategies for negotiation and conflict resolution in team settings. 6. Engage in constructive feedback and collaborative communication.
Indicative Contents المحتويات الإرشادية	<ol style="list-style-type: none"> 1. Fundamentals of Communication; Types, elements, barriers, and models of communication 2. Verbal and Non-Verbal Communication; Tone, body language, eye contact, active listening 3. Scientific and Technical Writing; Reports, abstracts, lab summaries, emails 4. Presentation Skills; Planning, slide design, visual aids, delivery techniques 5. Academic Discussions and Debates; Structuring arguments, respectful disagreement 6. Team Communication; Collaboration, group roles, feedback, conflict resolution 7. Interview and Professional Skills; CV writing, cover letters, oral interviews 8. Communication in Cross-Cultural and Scientific Settings
<h3>Learning and Teaching Strategies</h3> استراتيجيات التعلم والتعليم	
Strategies	<ul style="list-style-type: none"> • Lectures supported by visual and interactive media • Laboratory practical sessions • Case-based learning and clinical discussions • Group assignments and mini-presentations

<h3 style="text-align: center;">Student Workload (SWL)</h3> <h4 style="text-align: center;">الحمل الدراسي للطالب</h4>				
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	34	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	2.3	
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	16	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	1.1	
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	50			

<h3 style="text-align: center;">Module Evaluation</h3> <h4 style="text-align: center;">تقييم المادة الدراسية</h4>					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5, 10	LO #1, 2, 10 and 11
	Assignments	2	10% (10)	2, 12	LO # 3, 4, 6 and 7
	Projects / Lab.	1	10% (10)	Continuous	
	Report	1	10% (10)	13	LO # 5, 8 and 10
Summative assessment	Midterm Exam	2 hr	10% (10)	7	LO # 1-7
	Final Exam	3hr	50% (50)	15	All
Total assessment			100% (100 Marks)		

<h3 style="text-align: center;">Delivery Plan (Weekly Syllabus)</h3> <h4 style="text-align: center;">المنهاج الاسبوعي النظري</h4>	
	Material Covered
Week 1	Introduction to communication skills
Week 2	Oral communication fundamentals

Week 3	Written communication: grammar and clarity
Week 4	Scientific writing basics
Week 5	Structure of scientific reports
Week 6	Presentation skills: planning and design
Week 7	Delivering presentations confidently
Week 8	Listening skills and feedback
Week 9	Non-verbal communication
Week 10	Communication in teams and collaborative work
Week 11	Negotiation skills and conflict resolution
Week 12	Professional communication etiquette
Week 13	Communication challenges in scientific settings
Week 14	Final presentation preparation
Week 15	Final presentations and course review

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	1. "Communication Skills for the Biosciences" by Ian Bone 2. "Scientific Writing and Communication" by Angelika H. Hofmann Applications	<i>Clinical Chemistry</i>
Recommended Texts	<ul style="list-style-type: none"> • TED Talks on communication • Academic writing websites and tutorials 	
Websites	https://www.skillsyouneed.com/ips/communication-skills.html	

APPENDIX:

GRADING SCHEME مخطط الدرجات				
Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	مقبول بقرار	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required
Note:				

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.



ملاحظة: هذا النموذج تم وضعه وتقديمه من قبل مديرية ضمان الجودة في وزارة التعليم العالي والبحث العلمي