

## Summarized Course Description

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| Course number: ECE 200    | Course name: Academic and professional communication for Engineering |
| لغة تدريس المقرر: English | Pre-requisites: ENG 104  |
| Credit hours: 3 (3-1-0)   | Course level: Level 6/Year 3   |

### Course Description

وصف المقرر :

The first part of the program is to train students to write a 1500 word source based report on a topic in their field of study. They should develop skills such as APA style of documentation, advanced internet search and library research skills. The second part of the program is to enable Students to the world of work starting with the job hunt (job applications, cover letters, resumes, interviews) and leading to the most important aspects of business correspondence(letter formats, style, tone, inquiry, special request and complaint ). The third part of the program is to Instruct on advanced presentation skills for public speaking in both academic and professional environments.

### Course objectives

أهداف المقرر :

The course aims at developing the various communication skills through a series of tasks such as classroom activities, and home assignments that encourage engineering students to combine their knowledge of English with their technical knowledge needed in their future careers for a good professional conduct.

### Course Outcomes

مخرجات التعليم:

Upon completing the course, the student should be able to:

1. The students should be able to create technical report as per the requirements and demands.
2. The students should have fluency to correspond in different situations such as job applications, cover letters, resumes, inquiry etc...
3. The students should have confidence to face job interviews, customer presentations and group discussions.
4. The students should be articulate enough in academic and professional environments.

الكتاب المقرر والمراجع المساندة:

**Textbook and references**

Successful Writing at Work by Philip C. Kolin, 4th ed., 2015