Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	**Koya Technical Institute**
Department	**Information Technology**
Module Name	**English skills/2**
Module Code	**Ens201**
Degree	**Technical Diploma**
Semester	**Second**
Qualification	**PHD**
Scientific Title	**Lecturer**
ECTS (Credits)	**4**
Module type	**Core**
Weekly hours	**2**	
Weekly hours (Theory)	**(2)hr Class**	**(80)Total hrs Workload**
Weekly hours (Practical)	**(0)hr Class**	**(0)Total hrs Workload**
Number of Weeks	**12**
Lecturer (Theory)	**Rebeen Abdulkhaliq Abdullah**
E-Mail & Mobile NO.	**Rebeen.abdulkhaliq@epu.edu.iq**
Lecturer (Practical)	**Same above**
E-Mail & Mobile NO.	**07501029396**
Websites	

Course Book

Course Description	This course is very important for those who graduate from IT department, because it gives them information about how to continue with the world development in technology industry.
Course objectives	**The main purpose of this course is to identify the importance of Electronic Communication Technology in IT industry**
Student's obligation	Students must be available in class every lecture and they have to prepare the objectives of the matter according to the syllables and schedules. The student obligations in class are, availability in class, taking all papers related to the mater, participation in class, preparing at least one seminar per semester, and team working.
Required Learning Materials	Computer or Smart phone, Smart board at class with speakers, Internet, and other materials such as Pen.

Evaluation	Task		Weight (Marks)	Due Week	Relevant Learning Outcome
	Paper Review				
	Assignments	Homework	10		
		Class Activity	2		
		Report	8		
		Seminar	8		
		Essay			
		Project			
	Quiz		8		
	Lab.				
	Midterm Exam		24		
	Final Exam		40		
	Total		100		

Specific learning outcome:	At the end of this course, students will learn how to speak and written concept uses n IT and job duties in English. Besides, they will learn importance of ICT for IT business in global development especially in terms of technology and social media.

Course References:	Sedee, D. Mustafa, A. Ghafour, B. and Azeez, N., 2023, Technical English, Erbil Polytechnic University and Spark Foundation. Akhmedov, B. and Shuhkrat, K., 2020. Cluster methods of learning english using information technology. *Scientific progress*, *1*(2), pp.40-43. Rodinadze, S. and Zarbazoia, K., 2012. The advantages of information technology in teaching English language. *Frontiers of Language and Teaching*, *3*(5), pp.271-275. Šafranj, J., 2013. Using information technology in English language learning procedure: Blended learning. *Procedia-Social and Behavioral Sciences*, *83*, pp.514-521.

Course topics (Theory)	Week	Learning Outcome
Job Ads, CVs and Cover Letter	1	
Elements of CV & Cover Letter	2	
How to Creating Your own CV & Cover Letter	3	
Telephone Calls	4	
How to Start, Responding and Ending	5	
Midterm exam	6	
Job Interview	7	
Preparation for the interview	8	
Corporate Culture	9	
Dealing with customer and colleague	10	
Staying Motivated	11	
Final term exam	12	

Practical Topics	Week	Learning Outcome
Creating Your own CV & Cover Letter	1	
Creating Your own CV & Cover Letter	2	
Creating Your own CV & Cover Letter (in Seminar)	3	

Creating Your own CV & Cover Letter (in Seminar)	4	
Report and essays about CV & Cover Letter	5	
Midterm	6	
How to interview	7	
Creating interview between students	8	
Creating interview between students (in Seminar)	9	
Creating interview between students (in Seminar)	10	
Final Exam		

Questions Example Design
Q1/ Definitions (Email)
Q2/ Numerate (what are the Stages of Presentation)
Q3/ Multiple choose
Q4/ True falls and not given

Extra notes:

Practical Lectures Run in (Computer Lab & Tourism Companies)

External Evaluator