

  
**AMOU UNIVERSITY**  
**“A Vehicle for Peace and Development”**  
**AMOU UNIVERSITY**



**FACULTY OF COMPUTING AND ICT**

**DIPLOMA IN INFORMATION TECHNOLOGY PROGRAMME**

**ACADEMIC YEAR 2016/ 2017**

**COURSE DESCRIPTION**

<b>DIT 105</b>	<b>Communication Skills</b>		
Contact Hours	45		
Pre-requisite	N/A		
Purpose/Aim	The course introduces students to the fundamentals of communications skills necessary for use in work places		
Course Objective (Indicative Learning Outcomes)	<ul style="list-style-type: none"> <li>• Students are introduced to basics of communications skills</li> <li>• At the end of the course a student should be able to communicate effectively either through verbal or written means.</li> <li>• A student should appreciate importance or relevance of acquisition of good communication skills to IT experts in working with other people in an organization</li> </ul>		
Course Content	<ul style="list-style-type: none"> <li>• Workplace Communication challenges;</li> <li>• Communication Basics; Talking one on one; Presentations; Responding to questions; Effective leading and participation in meetings;</li> <li>• Business reports; Report writing; Problem analysis and Research; Structure of reports; Mechanics of report construction; Oral reporting.</li> </ul>		
Learning & Teaching Methodologies	Lectures, tutorials		
Instructional Materials/Equipment	Classroom with audio visual aids Computer laboratory		
Course Assessment	<b>Type</b>	<b>Weighting (%)</b>	
	Final Examination	60	
	Mid Term Examination	20	
	Assignment	10	
	Attendance	10	
	Total	100	
Recommended Reading	<b>Title</b>	<b>Author</b>	<b>Publisher</b>
Additional Reading			
Other Support Material	A variety of multimedia systems and electronic information resources as prescribed by the lecturer.		



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Various application manuals, URL search and journals.
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