



Lebanese French University

Ministry of Higher Education and
Scientific Research
Kurdistan Region – Iraq



A COURSE MODULE DESCRIPTOR FORM

(Course Book)

Module Information			
Course Module Title	Professional Development		
ناونیشانی مۆدیۆل	پەر مپیدانی بېشهی		
عنوان الوحدة	التنمية المهنية		
Course Module Type	Core	Module Code	00401
ECTS Credits	6	Module Level	1
Semester of Delivery	4	Dept. Code	AC
College (Code)	College of Administration & Economics		
Module Website (CMW)	https://ums.lfu.edu.krd/#		
Module Leader (ML)	M.Sc. Ronyaz Hayyas Mahmood		
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ML Acad. Title	Assistant Lecturer	ML Qualification	M.Sc.
ML ORCID	https://orcid.org/my-orcid?orcid=0000-0003-2657-5366		
ML Google Scholar Acc.	https://scholar.google.com/citations?user=Jpcoek4AAAAJ&hl=en#		



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Course Module Tutor	M.Sc. Ronyaz Hayyas		
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Date Approved	28/1/2024	Version Number	1.0

Relation with Other Modules

Pre-requisites	N/A
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Module Aims, Learning Outcomes, and Indicative Contents

Module Introductory Description

This topic discusses professional development and the fundamental rules for Students to develop their skills, knowledge, and abilities to advance their careers. Encompassing fundamental principles, techniques, and practical applications necessary for personal and professional progress. It provides a systematic method for improving skills, knowledge, and competencies in different professional fields. The addressed topics encompass 21st-century essential skills, Developing Your Professional Resume/CV and the interview process, Professional Communications, Teamwork / Leading teams/ and mentoring, Creative problem-solving skills, Self-development and self-awareness



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Module Aims	<p>Professional Development provides students with a comprehensive understanding of the fundamental concepts and principles employed in management, as well as practical strategies for their application. Thus, the objective of instructing Professional Development can be succinctly stated as:</p> <ol style="list-style-type: none"> 1. Understood The addressed topics encompass 21st-century essential skills. 2. Familiarity with Developing Your Professional Resume/CV and the interview process. 3. Understood desirable Professional Communications. 4. Providing the student with Teamwork / Leading teams/ and mentoring. 5. Familiarize the student with Creative problem-solving skills. 6. Providing the learner with the tools and knowledge to enhance their personal growth and understanding of themselves.
Module Learning Outcomes	<p>At the end of the course, students should:</p> <ol style="list-style-type: none"> 1. Understanding Developing Your Professional Resume/CV and the interview process. 2. Define The addressed topics encompass 21st-century essential skills. 3. Knowing Professional Communications and How to Improve it? 4. Be familiar with Teamwork / Leading teams/ and mentoring. 5. Acknowledge the presence of innovative and effective problem-solving abilities. 6. The learner will be familiar with the tools and knowledge to enhance their personal growth and understanding of themselves.
Learning and Teaching Strategies	
Strategies	<p>Through the use of contemporary technologies, case studies, reading materials, flipped classrooms, videos, and case analyses, the module will be provided to the students. It will be done using a student-centered approach. The tactics to be used to focus on student learning outcomes.</p>

Module Delivery	
Structured workload (h/w)	3 hours / Week
Unstructured workload (h/w)	11.4 h/w
Total workload (h/w)	14.4 h/w



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Module Assessment				
	Time/Number	Weight (Marks)	Week Due	Relevant Outcome
CV Writing	1/1	10%	2	Students will learn how to write their best CV how to interview for a job successfully, also how to look for work
Debate and discussion	1/1	10%	5	Develop dialogue and how to confront and debate in front of people and break the path of lack of self-confidence
Cover Letter	1/1	5%	3	How to identify the title and integrate it with the content
Individual Presentation (Professional Communication)	1/1	5%	5	Develop discussion and presentation skills.
Group Presentation	1/1	5%	6	Working within the framework of collective work and being part of the presentation of that work
Class Participation	1/1	10%		Participation rate in classes and activities.
Midterm	1/1	20%	8	
Case-study	1/1	10%	11	Identify a solution to a problem or change a situation to a different one
Final Project	1/1	20%	9	
Job Interview	1/1	5%	3	How to attend a job interview and know how to answer questions you may be asked.
Total		100 Marks		



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Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Studying Professional Development as Part of the Complex Ecosystem of STEM Higher Education Innovative Higher Education (springer.com)	Available Online
Recommended Texts	20 Best Professional Development Books of All Time - BookAuthority	Yes
Websites	Lfu.edu.krd	

Delivery Plan (Syllabus)

Week	Material Covered
Week 1	21st-century essential skills Mr. Taha Omer
Week 2	Developing Your Professional Resume/CV and the interview process Mr. Taha Omer
Week 3	Cover letter, Networking, and job search Mr. Houshyar Abdulrahman
Week 4	Professional Communications Mr. Nabaz Nawzad
Week 5	Personal presentation/ workplace etiquette Mrs. Shirin Jamal
Week 6	Group Presentations Mrs. Shirin Jamal
Week 7	Teamwork / Leading teams/ and mentoring Mr. Yousif Maghdid)
Week 8	Midterm Week 9 Creating your online presence/ Using AI at the workplace Mr. Nabaz Nawzad
Week 9	Kurdish business Culture and diversity management Mr. Houshyar Abdulrahman
Week 10	Creative problem-solving skills Ms> Ronyaz Hayyas
Week 11	Gardner’s Five Minds for the Future (Disciplined Mind, Synthesizing Mind, Creating Mind, Respectful Mind, Ethical Mind) Mrs.Dilvin Sherzad



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Week 12	Self-development and self-awareness Ms. Ronyaz Hayyas
Week 13	Wellness in the Workplace Mrs. Shirin Jamal
Week 14	Teamwork / Leading teams/ and mentoring Mr. Yousif Maghdid)
Week 15	Midterm Week 9 Creating your online presence/ Using AI at the workplace Mr. Nabaz Nawzad
Course Keywords	
<ul style="list-style-type: none">Information System, Information technology, Management Information, Knowledge Management.	

APPENDIX: (Help and Information)

Percentage to Grade Chart		
Marks	Level	ئاست
90 - 100	Excellent	ناياب
80 - < 90	Very Good	زور باش
70 - < 80	Good	باش
60 - < 70	Medium	ناوهند
50 - < 60	Pass	پهسهند
0 - < 50	Fail	كهوتوو