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 مۆدیوڵ	پەرەپێدانی پیشەی	
عنوان الوحدة	التنمية المهنية	
Course Module Type	Core	**Module Code**
ECTS Credits	6	**Module Level**
Semester of Delivery	4	**Dept. Code**
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**
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#	

- Module Code: 00401
- Module Level: **1**
- Dept. Code: BA
- ML Qualification: M.Sc.

Course Module Tutor	M.Sc. Ronyaz Hayyas		
Module Tutor email	Ronyaz.hayyas@lfu.edu.krd		
Date Approved	27/1/2025	Version Number	1.0

Relation with Other Modules	
Pre-requisites	N/A

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

Module Aims	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: 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	At the end of the course, students should: 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	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.

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

	Time/Number	Weight (Marks)	Week Due	Relevant Outcome
Module Assessment				
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 Communicatio n)	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		

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

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
• **Information System, Information technology, Management Information, Knowledge Management.**

APPENDIX: (Help and Information)

Percentage to Grade Chart		
Marks	Level	ئاست
90 – 100	Excellent	نایاب
80 - < 90	Very Good	زۆر باش
70 - < 80	Good	باش
60 - < 70	Medium	ناوەند
50 - < 60	Pass	پەسەند
0 - < 50	Fail	کەوتوو