



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 هێندانی پیشهیی		
عنوان الوحدة	التطوير المهني		
Course Module Type	Core	Module Code	00401
ECTS Credits	5	Module Level	First
Semester of Delivery	4	Dept. Code	HA
College (Code)	College of Administration & Economics		
Module Website (CMW)	<a href="https://ums.lfu.edu.krd/">https://ums.lfu.edu.krd/</a>		
Module Leader (ML)	<u>Assistant</u> . Lecturer. Shirin Jamal Mohammad Rashid		
e-mail	shirin.jamal@lfu.edu.krd		
ML Acad. Title	Asst. Lec.	ML Qualification	Master
ML ORCID	<a href="https://orcid.org/my-orcid?orcid=0000-0001-5072-0418">https://orcid.org/my-orcid?orcid=0000-0001-5072-0418</a>		
ML Google Scholar Acc.	<a href="https://scholar.google.com/citations?view_op=list_works&amp;hl=id&amp;user=i15nP7AAAAAJ">https://scholar.google.com/citations?view_op=list_works&amp;hl=id&amp;user=i15nP7AAAAAJ</a>		



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<b>Date Approved</b>	21/1/2024	<b>Version Number</b>	1.0
<b>Relation with Other Modules</b>			
<b>Pre-requisites</b>	N/A		
<b>Module Aims, Learning Outcomes, and Indicative Contents</b>			
<b>Module Introductory Description</b>	<p>Professional development is improving your skills, knowledge, and abilities to advance your career. It can include formal and informal learning, such as attending training programs, taking on new roles or responsibilities, continuing education, and staying current on new field trends. Professional development can make you a better employee, enhance your hiring potential, develop your skills and knowledge, and increase your job opportunities. Some examples of professional development goals include developing a new skill set, improving your workplace skills, taking up leadership responsibilities, and expanding your professional network. By setting professional development goals, you can clarify what you need to achieve in the short term to reach your long-term goals. You can also benefit from increased engagement and job satisfaction, and align yourself with what you want out of your career and life.</p>		



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### Module Aims

The aim of studying professional development is to:

- 1- To learn how to improve your skills, knowledge, and abilities to advance your career.
- 2- Professional development can include formal and informal learning, such as attending training programs, taking on new roles or responsibilities, continuing education, and staying current on new field trends.
- 3- By setting professional development goals, you can clarify what you need to achieve in the short term to reach your long-term goals. You can also benefit from increased engagement and job satisfaction, and align yourself with what you want out of your career and life.



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<b>Module Learning Outcomes</b>	<p>After completing this course, students will gain departmental expertise on the following points:</p> <ol style="list-style-type: none"><li>1 - About the development of technology and changes in the 21st century.</li><li>2 - Students will learn how to write their best CV how to interview for a job successfully, also how to look for work.</li><li>3 - and how it strengthens its professional relationships so that it can work as a team.</li><li>4 - How to use artificial intelligence in the workplace and how to benefit from the advances and knowledge you gain through them.</li><li>5 - Learn about Kurdish culture in business and how to behave and adapt to them.</li><li>6 - An important point that students will learn in this course is to solve problems innovatively and ways to solve them in the least time and the least cost.</li><li>7 - The students will learn about Gardner’s Five Minds for the Future (Disciplined Mind, Synthesizing Mind, Creating Mind, Respectful Mind, Ethical Mind).</li><li>8 - You will learn how to develop yourself, how to feel responsible, and how to be aware of what is happening around you.</li><li>9 - Maintaining health and safety in the workplace is one of the topics of significant interest.</li></ol>
<b>Learning and Teaching Strategies</b>	
<b>Strategies</b>	<p>The learning strategy in this course includes several different forms as mentioned below:</p> <ol style="list-style-type: none"><li>1. several types of learning include practical and theoretical methods.</li><li>2. Through the preparation of individual and group reports by students and presentations by the preparers.</li><li>3. Through investigating a case and finding solutions, students gain direct</li></ol>



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	<p>expertise in solving, identifying weaknesses, and using strengths for interest, development, and improvement.</p> <p>4.</p>
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Module Delivery				
<b>Structured workload (h/w)</b>	3 h/			
<b>Unstructured workload (h/w)</b>	11.4 h/w			
<b>Total workload (h/w)</b>	14.4 h/w			
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.
<b>Midterm</b>	1/1	%20	8	



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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.
<b>Total</b>		(100 Marks)		

### Learning and Teaching Resources

	Text	Available in the Library?
<b>Required Texts</b>	<a href="#">Studying Professional Development as Part of the Complex Ecosystem of STEM Higher Education   Innovative Higher Education (springer.com)</a>	Available Online
<b>Recommended Texts</b>	<a href="#">20 Best Professional Development Books of All Time - BookAuthority</a>	Available Online
<b>Websites</b>	Knu.edu.iq	

### Delivery Plan (Syllabus)

Week	Material Covered
<b>Week 1</b>	21st-century essential skills ( Dr. Taha Omer)
<b>Week 2</b>	Developing Your Professional Resume/CV and the Interview Process ( Mr. Taha Omer)
<b>Week 3</b>	Cover letter, Networking, and job search ( Mr. Hushyar Abdulrahman)
<b>Week 4</b>	Professional Communications ( Dr. Nabaz Nawzad)
<b>Week 5</b>	Personal presentation/ workplace etiquette (Mrs. Shirin Jamal)



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<b>Week 6</b>	Group Presentations ( Mrs. Shirin Jamal)
<b>Week 7</b>	Teamwork / Leading teams/ and mentoring ( Mr. Yousif Maghdid))
<b>Week 8</b>	Midterm
<b>Week 9</b>	Creating your online presence/ Using AI at the workplace ( Dr. Nabaz Nawzad)
<b>Week 10</b>	Kurdish business Culture and diversity management ( Mr. Hushyar Abdulrahman)
<b>Week 11</b>	Creative problem-solving skills (Ms. Ronyaz Hayyas)
<b>Week 12</b>	Gardner’s Five Minds for the Future (Disciplined Mind, Synthesizing Mind, Creating Mind, Respectful Mind, Ethical Mind) ( Mrs. Dilven Omer)
<b>Week 13</b>	Self-development and self-awareness (Ms. Ronyaz Hayyas)
<b>Week 14</b>	Wellness in the Workplace ( Mrs. Shirin Jamal)
<b>Week 15</b>	Module Review

## Course Keywords

Professional, development, Self-development, self-awareness, workplace

## APPENDIX: (Help and Information)

Percentage to Grade Chart		
Marks	Level	ئاست
90 – 100	Excellent	ئاياب
80 - < 90	Very Good	زۆر باش
70 - < 80	Good	باش
60 - < 70	Medium	ئاوهند
50 - < 60	Pass	پهسهند
0 - < 50	Fail	كهوتوو