



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 بپشهی | | |
| عنوان الوحدة | التنمية المهنية | | |
| Course Module Type | Core | Module Code | 00401 |
| ECTS Credits | 6 | Module Level | 2 |
| Semester of Delivery | 4 | Dept. Code | BA |
| College (Code) | College of Administration & Economics | | |
| Module Website (CMW) | https://ums.lfu.edu.krd/# | | |
| Module Leader (ML) | M.Sc. Ronyaz Hayyas Mahmood | | |
| e-mail | Ronyaz.hayyas@lfu.edu.krd | | |
| 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 | | |
| Module Tutor email | Ronyaz.hayyas@lfu.edu.krd | | |
| Date Approved | 7/1/2026 | Version Number | 1.0 |

Relation with Other Modules

| | |
|-----------------------|-----|
| Pre-requisites | N/A |
|-----------------------|-----|

Module Aims, Learning Outcomes, and Indicative Contents

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|--|--|
| Module Introductory Description | <p>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</p> |
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| <p>Module Aims</p> | <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. |
| <p>Module Learning Outcomes</p> | <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. |
| <p>Learning and Teaching Strategies</p> | |
| <p>Strategies</p> | <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> |

| <p>Module Delivery</p> | |
|---|-----------------------|
| <p>Structured workload (h/w)</p> | <p>3 hours / Week</p> |
| <p>Unstructured workload (h/w)</p> | <p>11.4 h/w</p> |
| <p>Total workload (h/w)</p> | <p>14.4 h/w</p> |



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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 |
| Week 2 | Developing Your Professional Resume/CV and the interview process |
| Week 3 | Cover letter, Networking, and job search |
| Week 4 | Professional Communications |
| Week 5 | Personal presentation/ workplace etiquette |
| Week 6 | Group Presentations |
| Week 7 | Teamwork / Leading teams/ and mentoring |
| Week 8 | Midterm + Creating your online presence/ Using AI at the workplace |
| Week 9 | Kurdish business Culture and diversity management |
| Week 10 | Creative problem-solving skills |
| Week 11 | Gardner’s Five Minds for the Future (Disciplined Mind, Synthesizing Mind, Creating Mind, Respectful Mind, Ethical Mind) |
| Week 12 | Self-development and self-awareness |



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|---|--|
| Week 13 | Wellness in the Workplace |
| Week 14 | Teamwork / Leading teams/ and mentoring |
| Week 15 | Creating your online presence/ Using AI at the workplace |
| Course Keywords | |
| <ul style="list-style-type: none">• Professional Development, Personal development, | |

APPENDIX: (Help and Information)

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