



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 بېشهى		
عنوان الوحدة	التنمية المهنية		
Course Module Type	Core	Module Code	00401
ECTS Credits	5	Module Level	2
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		
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#		



Lebanese French University

Ministry of Higher Education and
Scientific Research
Kurdistan Region – Iraq



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

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



Lebanese French University

Ministry of Higher Education and
Scientific Research
Kurdistan Region – Iraq



<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>



Lebanese French University

Ministry of Higher Education and
Scientific Research
Kurdistan Region – Iraq



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		



Lebanese French University

Ministry of Higher Education and
Scientific Research
Kurdistan Region – Iraq



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	Creating Your Online Presence and Using AI in 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.



Lebanese French University

Ministry of Higher Education and
Scientific Research
Kurdistan Region – Iraq



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	زور باش
70 - < 80	Good	باش
60 - < 70	Medium	ناوهند
50 - < 60	Pass	پهسهند
0 - < 50	Fail	كهوتوو