

Occupational Health Safety and EnviromentSpecializationProgram RequirementsCourse Number21301111Course TitleGeneral MathematicsCredit Hours(3)Theoretical Hours(2)

(2)

Practical Hours



جامعة البلقاء التطبيقية

Brief Course Description:

This course covers the following items:

❖ Coordinates ,Graphs , lines (real numbers, applications ,coordinate planes, Distance and Circles), functions and limits (Operations and Graphs on functions, limits and Continuity of Trigonometric functions),Differentiation(Techniques of Differentiation, The Chain Rule, Implicit Differentiation), Application of Differentiation (Related rates , Concavity, graphs of polynomials, Applications : Rolls Theorem and Mean − Value Theorem), Integration (Integration by substitution, Definite Integral, the Second fundamental Theorem of Calculus)₄Applications of the Definite Integral (Area Between two Curves ,Volumes, Applications : area of surface of revolution).

Course Objectives:

This course aims at:

- 1. Understand basic facts and terminology to numbers, coordinate planes 'graphs, and lines
- 2. Describe functions, investigate some of their properties, and use the arithmetic operations on functions.
- 3. Define and calculate limits of functions and use the limits to test the functions for continuity.
- 4. Derive different types of functions and derive formulas that express the derivative for some functions.
- 5. Use derivatives to find the rate at which some quantity is chaining, to make reliable graphs of polynomials and rational functions and to solve some applied optimization problems.
- 6. Evaluate definite and indefinite integrals.
- 7. Calculate the area between curves; find arc length of plane curves.
- 8. find volumes of three-dimensional solid



جامعة البلقاء التطبيقية

Detailed Course Description:

	Course Description:		TD!
Unit Number	Unit Name	Unit Content	Time Needed
1.	coordinates ,Graphs, lines	 Real number, interval and inequalities, absolute value, coordinate planes and Graphs, lines, distance and circles 	
2.	Functions and limits	 functions, operations on functions, Graphs of functions ,limits, limits (computational techniques) continuity limits and continuity of trigonometric functions 	
3.	Differentiation	■ Tangent lines and rates of change, the derivative techniques of differentiation, derivative of trigonometric functions, the chain rule, implicit differentiation differentials	
4.	Application of Differentiation	 Related Rates, Intervals of increase And Decrease and Concavity, Relative extrema, Graphs of polynomials and Rational functions, other Graphing problems, maximum and Minimum values of function, Applied Maximum and Minimum problems, Rolles Theorom and Mean-value Theorem 	
5.	Integration	 Antiderivatives and the indefinite Integral, Integration by substitution, Areas as limits, the definite Integral, The first fundamental Theorem of calculus, Evaluating definite Integrals by fundamental substitution, The Second Theorem of calculus 	
6.	Application of the Definite Integral	 Area between two curves, volumes by slicing, discs and washers, volumes by cylindrical shells, length of a plan curve, Area of a surface of revolution 	



جامعة البلقاء التطبيقية

Evaluation Strategies:

Exams		Percentage	Date
Exams	First Exam	20%	//
	Second Exam	20%	//
	Final Exam	50%	//
Homework and Projects		10%	
Discussions and lecture			
Presentations			

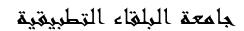
Teaching Methodology:

Lecture

Text Books & References:

Textbook:

1. Calculus, Howard Anton, Irl Bivens and Stephen Davis, 8th Edition, John Wiley and Sons Inc., New York 2005.





Occupational Health Safety and Environment				
Specialization	Program Requirements			
Course Number	urse Number 21302111			
Course Title	General Physics			
Credit Hours	(3)			
Theoretical Hours	(2)			
Practical Hours	(2)			



جامعة البلقاء التطبيقية

Brief Course Description:

❖ Vectors analysis, Measurement and units and error estimation, Motion in one and Two or three dimensions, laws of motion, circular motion and application, work power and energies, linear momentum and collisions, rational motion of rigid bodies, Rolling and angular momentum, kinds of oscillation.

Course Objectives:

This course aims at:

- 1. know methods of measurements, units
- 2. know the primitive unites and their derivatives
- 3. know the motion in one and different directions
- 4. Calculate the distance velocity, acceleration
- 5. know the laws of motion, Newton laws
- 6. know the circular motion
- 7. know the kinetic, potential and the mechanical energy
- 8. know the power ,work, linear momentum
- 9. Differentiate between tough and smooth surfaces.
- 10. know Rolling motion and angular momentum
- 11.know oscillation and Oscillatory Motion.



جامعة البلقاء التطبيقية

Detailed Course Description:

Unit Number	Unit Name	Unit Content	Time Needed
1.	Vectors	 Coordinate systems Vector and Scalar Quantities Some properties of vectors Components of a vectors and Unit Vectors 	
2.	Motion in one Dimension	 Displacements, Velocity, and speed Instantaneous velocity and speed Acceleration Motion Diagrams one - Dimensional motion with Constant Acceleration Freely falling Objects 	
3.	Motion in Two Dimension	 The Displacements, velocity, and Acceleration Vectors Two-Dimensional Motion with constant Acceleration Projectile motion Uniform Circular motion Tangential and radial Acceleration Relative velocity and relative Acceleration 	
4.	The law of Motion	 The concept of force Newton's first Law and Inertial frames Mass Newton's second Law The force of Gravity and weight Newton's second law The force of Gravity and weight Newton's Third law some Applications of Newton's law forces of friction Newton laws of Universal Gravitations Measuring the Gravitational constant Free fall Acceleration and the Gravitational Conservation of Angular Momentum 	
5.	Circular Motion	Conservation of Angular MomentumNewton's Second Law Applied to	



جامعة البلقاء التطبيقية

	and Other Applications of Newton's Laws	Uniform Circular Motion. Non uniform Circular Motion	
6.	Energy and Energy Transfer (Work & Energy)	 Work Done by a Constant Force The Scalar Product of Two Vectors Work Done by a Varying Force Kinetic Energy and the Work Kinetic Energy Theorem Power 	
7.	Potential Energy	 Potential Energy of a System. The Isolated System- Conservation of Mechanical Energy. Conservative and Non-conservative Forces. 	
8.	Linear Momentum and Collisions	 Linear Momentum and Its Conservation. Impulse and Momentum. Collisions in One Dimension. Two-Dimensional Collisions. The Center of Mass. 	
9.	Electricity	 Properties of electric charges Insulator and conductor Coulomb's law. The electric field Electric field lines 	
10.	Electrical potential	 Potential difference Potential difference in a uniform electric field Electric potential and potential energy due to point charges 	
11.	Capacitance	CapacitanceCombinations of capacitorsEnergy stored in capacitor	
12.	Current and resistance	 Electric current Resistance and ohm's law Electrical energy and power Resistors in series and in parallel Kirchhoff's rules 	



جامعة الرلقاء التطريقية

Evaluation Strategies:

Exams		Percentage	Date
Exams	First Exam	20%	//
	Second Exam	20%	//
	Final Exam	50%	//
Homework and Projects		10%	
Discussions and lecture			
Presentations			

Teaching Methodology:

Lecture

Text Books & References:

References

- 1. Physics for scientists and Engineers 7th edition 2004 Raymond A. Serway ISBN 0-03-022657-0 Robert J.Beichner Johan w. Jewett Jr. Contributer Anthers
- 2. Fundamental of physics David Halliday Robert Resnick Jeart walker the dition Johan wiley and Sons .Inc ISBN 0-471-32235-6
- 3. University physics (2002) last Edition Francis w. sears Mark w .zemansky Hugh d. young Addison Wesley publishing company



Occupational Health Safety and Environment			
Specialization	Program Requirements		
Course Number 21302112			
Course Title	General Physics lab		
Credit Hours	(1)		
Theoretical Hours	(0)		
Practical Hours	(3)		



جامعة الرلقاء التطريقية

Brief Course Description:

❖ In this course, the student performs ten experiments in mechanics, in Parallels with the physics course 101 .

Course Objectives:

This course aims at:

- 1. Improved their skill and confidence in the acquisition and analysis of experimental data.
- 2. Improved their ability to record their work concisely and precisely.
- 3. Improved the ability to identify the main sources of uncertainties in measurements.
- 4. Understand physics phenomena treated in the lecture course.



جامعة الرلقاء التطريقية

Detailed Course Description:

Unit Number	Unit Name	Unit Content	Time Needed
1.	Significant Figures & Errors		
2.	Measurements And Uncertainties		
3.	Vectors (equilibrium of Forces)		
4.	Force and Motion		
5.	Rectilinear Of Kinematics of Motion		
6.	Friction		
7.	Centripetal Force		
8.	Conservation Of Linear Momentum (Collision)		
9.	Ohm's law		
10.	Wheatstone bridge		

Evaluation Strategies:

Exams	Percentage	Date
Lab. Reports	30%	//
Mid-term Exam	20%	//
(Practical)		
Final Exam	50%	

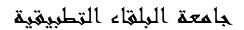
Teaching Methodology:

Lecture

Text Books & References:

References:

- 1. General physics manual (111, prepared by AL Balqa Applled University, 1999
- 2. Exercises and experiments in physics, john E. Williams.
- 3. laboratory Experiments, University of Jordan.
- 4. Experiments in Mechanics, Yarmouk University





Occupational Health Safety and Environment			
Specialization	Program Requirements		
Course Number	20201111		
Course Title	Engineering Workshops		
Credit Hours	(1)		
Theoretical Hours	(0)		
Practical Hours	(3)		



جامعة الرلقاء التطريقية

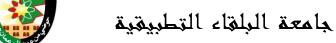
Brief Course Description:

❖ Development of basic skills in Mechanics, Welding, Lathing, and Central Heating works, including Hand Filing, Turning, Welding, Metal Cutting and Forming.

Course Objectives:

This course aims at:

- 1. Technical basic skills by using engineering and practical methods.
- 2. Manual utilization for working by tools, machines in workshops as mechanics, welding, lathing, and central heating.
- 3. Utilization tools and instruments both electrical and mechanical.
- 4. Determination of production works cost.
- 5. Applied safety tools in workshops.





Detailed Course Description:

1. General Mechanics Workshop:

Unit Number	Unit Name	Unit Content	Time Needed
1.	Mechanical instrument	 Safety in mechanics workshop Tools and mechanical instruments (Ruler, Caliper, angle, protractor, etc.) with their 	(2 hours)
		utilizations, classifications, and applicationsPractical applications on using mechanical measurement tools	
2.	Sheet works and drafting tools	 Basic marking tools (trammel, markers, dot marker, gauge marker.) Drawing on simple flat work pieces Drawing on cylindrical work pieces Repairing work pieces and removing chip and dust. Practical applications on sheets using drawing tools 	(2 hours)
3.	Metal cutting	 Cutting by using manual and fixed automatic cutters. Cutting by using manual and electrical metal saws. Cutting by using files. Practical applications like rounded cutting, angular cutting, pipe and flat iron shearing, making hollow shapes. 	(4 hours)
4.	Filing	 File types, categories, and applications. File handling and fixing work pieces on vice. Practical applications like filing square and flat iron shapes with different sizes. 	(2 hours)
5.	Metal joining	 Manual and mechanical drilling tools; their types and proper speeds. Methods of metal joining - joining by screws, joining by rivets, joining by welding. Practical applications including drilling of different sheets and flat pieces, and choosing the best rivet for drilling and joining metals. 	(2 hours)

2. Welding and forging workshop



جامعة البلقاء التطبيقية

Brief Course Description:

Welding and forging: This workshop aims to teach the students a lot of practical skills and theoretical information about arc welding, gas welding, Oxy-Acetylene welding, manual casting, sheet works, screw and rivet joining, with taking into consideration all safety rules.

Detailed Course Description

Unit Number	Unit Name	Unit Content	Time Needed
1.	Welding	 Methods of metal welding (Electrical arc, Oxy-Acetylene, Gas welding, Spot welding.) Applications on arc welding (using arc welding instruments, choosing the proper arc, choosing the welding wire, polarity, welding positions, preparing work pieces for welding.) Applications on spot welding. Application on Oxy-Acetylene welding Different applications on welding with different positions (straight lines, T welding, right angle welding, horizontal and vertical welding, pipes and sheets welding.) 	(12 hours)



3.Turning Workshop:

Brief Course Description:

Turning workshop: Teaching and training students practically about working with tools, machines That are used in the turning operations, while focusing on general safety rules and reducing loses by: precise measurements, marking, drilling and turning, milling and shaping, flat surfaces grinding.

Detailed Course Description:

Unit Number	Unit Name	Unit Content	Time Needed
1.	Turning machines	 Types, main parts, motion transmission methods, cutting path, feed, and concentrating on the ratio of the feed speed and the cutting depth Methods of fixing work pieces on lathe machines Types of tools and their working temperatures with mentioning their rake angle, clearance angle, and cutting angle Basic maintenance principles about working on lathe machines Practical applications including all operations to understand each type of tool machines 	(3 hours)
2.	Turning machines	 Types and parts Motion of the turning tool, choosing the proper speeds, methods of tool fastening on different milling machines and different vice Describing the main angles on milling tools and all used metals for manufacturing these tools General guides during working on milling machines and concentrating on safety and maintenance methods 	(3 hours)
3.	Shaping machines	 Types and main parts Tool motion and methods of fixing tools, feed rate, required cutting depth and the existed feet range in these machines The best methods for fixing work pieces on shaping machines 	(3 hours)

4. Central heating Workshop: (12 hours)



جامعة الرلقاء التطريقية

Brief Course Description:

Heating workshop: This workshop aims to teach the student how to build a central heating set in a building for both hot and cold water networks, and to teach him how to get the proper measurements and sizes during execution.

Detailed Course Description:

Unit Number	Unit Name	Unit Content	Time Needed
1.	The utilized	Cutting, matching, and toothing black and	(3 hours)
	tubes in	galvanized metal tubes	
	heat	Determining cutting, joining, and welding defects	
	connections	for all types of tubes	
		Practical applications to upgrade skills	
2.	Hot Water	Introducing parts and contents of hot water	(3 hours)
	heating	heating circle for closed and opened systems	
	system	■ Boiler: types, parts, technical specifications,	
		joining and disjoining, maintenance, and	
		comparison between its different types	
		■ Burner: types, mechanical and electrical parts,	
		discussing each part function, illustrating	
		specifications for the different types	
		 Joining and disjoining the parts mechanically and 	
		electrically, maintenance and repair, determining	
		damages and defects, starting up and calibration	
		Pumps: Classifications, specifications, parts,	
		methods of insulating and connecting,	
		determining defects and fixing them	
		Radiators: Types, specifications, parts, technical	
		comparison between their parts, connecting and	
		insulating, introducing its connecting systems	
		and the characteristic of each system.	
		■ Cylinder: function, types, methods of insulating	
		and connecting	
		■ Chimney: types, specifications, function,	
		maintenance methods.	
		Expansion tank: function, joining methods	
		■ Diesel tank: function, specifications, joining	
		methods.	
		Connection apparatus: shapes, types	

Evaluation Strategies:



جامعة البلقاء التطبيقية

Exams		Percentage	Date
Exams	First Exam	20%	//
	Second Exam	20%	//
	Final Exam	50%	//
Homework and Projects		10%	
Discussions and lecture			
Presentations			



Occupational Health Safety and Environment Specialization Course Number Course Title Convert Chemistry

Course Number	7.0.1111
Course Title	General Chemistry
Credit Hours	(2)
Theoretical Hours	(2)
Practical Hours	(0)



جامعة البلقاء التطبيقية

Brief Course Description:

This course provides students with a working knowledge of the basic concepts of general chemistry needed for creative problem solving, as well as a background for advance chemistry and related science courses, and for laboratory applications.

Course Objectives:

This course aims at:

- 1. Draw the electronic configuration of elements.
- 2. Predict the physical and chemical properties of elements from the Electronic configuration of their atoms.
- 3. Classify elements in the periodic table.
- 4. Define mole and molar concentration.
- 5. Use the chemical equation to calculate the mass or volume of products or reactants.
- 6. Know the commonly used terms in chemical thermodynamics.
- 7. Define laws of thermodynamics.
- 8. Calculate the heat of reactions using a bomb calorimeter.
- 9. Apply Hess's Law to calculate heat of reaction.
- 10. Calculate ΔH° for a reaction from standard heats of formation and bond energies.
- 11. Study reaction that occur on electrodes of the electrolytic cells.
- 12. Calculate ΔE° for a Redox reaction.
- 13. Study the applications of electrolysis and Galvanic cells.



جامعة البلقاء التطبيقية

Detailed Course Description:

	Detailed Course Description:				
Unit Number	Unit Name	Unit Content	Time Needed		
1.	Electronic structure and periodic properties of Elements	 Atomic structure and quantum numbers. Electronic configuration, Periodic table. Variations of chemical properties 			
		through the periodic table (Ionization energy, Electron affinity, Atomic size, and Metallic Properties).			
2.	Chemical Bonding	 Lewis symbols. Ionic bond. Covalent bond and coordinated covalent. 			
3.	Quantitative chemical relationship	 The mole concept. Mass and volume calculations based on the balanced equation. Molar and % w/w concentration. Application of molar concentration and % w/w in quantitative analysis. 			
4.	Reactions in solutions	 Acid-base titrations. Oxidation numbers. Oxidation-reduction reactions. Balancing chemical equations in acidic and basic media and stoichiometry related 			
5.	Thermo chemistry	 General terms. First law of thermodynamics. Calculating the heat of the reaction using the bomb calorimeter. Calculation of Δ H° of reaction using Hess's Law. Bond energies and standard heats of formation Δ Hf°. The second and third law of thermodynamics. Standard entropy and free energy. 			



جامعة البلقاء التطبيقية

6.	Electrochemistry	 Metallic and electrolytic conduction. 	
		Electrolysis of aqueous solutions and molten salts.	
		Quantitative aspects of electrolysis.	
		❖ Galvanic cells.	
		Reduction potentials.	
		Effects of concentration of cell potentials (Nernst Equation).	
		❖ Application of Nernst equation for	
		determining the solubility product	
		under constant pH.	
		❖ Practical application of	
		electrolysis and Galvanic cell.	

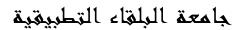
Evaluation Strategies:

Exams		Percentage	Date
Exams	Drawing	30%	//
	First Exam	10%	//
	second	10%	//
	Final Exam	50%	//

Teaching Methodology:

Lectures, Video Tapes, Slide Show, Presentations, Group work)

Text Books & References:





Occupational Health Safety and Environment				
Specialization Program Requirements				
Course Number	20501112			
Course Title	General Chemistry Lab			
Credit Hours (1)				
Theoretical Hours (0)				
Practical Hours	Practical Hours (2)			



جامعة البلقاء التطبيقية

Brief Course Description:

This course covers theoretical concept studied in the general chemistry course Practical experiments are carried out on following topics: Physical and chemical properties of various substances, preparation and standardization of solutions, oxidation and reduction, acid base titration, heat of reaction.

Course Objectives:

1.



جامعة البلقاء التطبيقية

Detailed Course Description:

Unit Number	Unit Name	Unit Name Unit Content	
1.	Exp: No.1	Common lab: techniques	
2.	Exp: No.2	Physical properties of substances.	
3.	Exp: No.3	Chemical properties of substances.	
4.	Exp: No.4	Preparation and standardization of solutions 0.1 NaOH, 0.1 HCL.	
5.	Exp: No.5	Determination of equivalent weight of an acid.	
6.	Exp: No.6	PH – measurement deterring of pH of solutions by using indicators.	
7.	Exp: No.7	Heat of reaction (acid base titration)	
8.	Exp: No.8	Determination of empirical formula of compound	
9.	Exp: No.9	Limiting reactant of reaction.	
10.	Exp: No.10	Oxidation and reduction of reaction.	
11.	Exp: No.11	Electrolysis of (KI)	



جامعة البلقاء التطبيقية

Evaluation Strategies:

Exams		Percentage	Date
Exams	First Exam	20%	/
	Second Exam	20%	//
	Final Exam	50%	//
Homework and Projects		10%	
Discussions and lecture			
Presentations			

Teaching Methodology: ❖ Lecture

Text Books & References:

. 1



Occupational Health Safety and Environment				
Specialization	Specialization Program Requirements			
Course Number	ourse Number 22401113			
Course Title	Course Title Technical Writing and Training Skills			
Credit Hours (3)				
Theoretical Hours (3)				
Practical Hours	(0)			



Brief Course Description:

❖ written communication skills, Technical and Reports writing, Write a research based occupational health and safety report, Identify principles of adult learning, Appraise the needs of the learner, Organize Training session, Deliver an training presentation / session, Conduct meetings, Prepare health and safety promotional training activities.

Course Objectives:

This course aims at:

- 1. Apply written communication skills
- 2. Technical and Reports writing
- 3. Write a research based occupational health and safety report
- 4. Identify principles of adult learning
- 5. Appraise the needs of the learner
- 6. Organize Training session
- 7. Deliver a training presentation / session
- 8. Conduct meetings
- 9. Prepare health and safety promotional training activities

1.



جامعة البلقاء التطبيقية

Detailed Course Description:

Unit Number	Course Description: Unit Name	Unit Content	Time Needed
1.	written	 Discuss punctuation and sentence 	
	communication	structure	
	skills	Identify basic punctuation and sentence	
		structure errors	
		Correct basic punctuation and sentence	
		structure errors	
2.	Technical and	Types of Writing	
	Reports writing:	Technical Writing for HSE	
		Paragraph & Section Development	
		 Controlling Sentence Length 	
		❖ Coherence & Wordiness	
		Technical Vocabulary	
		Letters	
		Resumes	
		Report Format Structure &	
		Communication	
		Types of Reports	
		❖ Procedures of Reports Writing	
3.	Write a research	 Discuss research techniques 	
	based occupational	 Identify credible information sources 	
	health and safety	 Describe four main types of analysis 	
	report	Identify elements of analysis	
		 Discuss the process of writing an 	
		analytical HS&E report	
4.	principles of adult	Define adult education.	
	learning.	Define adult learning.	
		Discuss learning principles.	
		Discuss characteristics of adult learners.	
		Describe learning styles and abilities.	
		Recognize the basic modes of teaching.	
		Define teaching strategies to promote	
		learning.	
		Discuss elements of learning objectives.	
		Develop a learning objectives.	



جامعة البلقاء التطبيقية

5.	Needs of the	❖ Define needs assessment.
	learner.	 Describe organizational workplace
		needs assessment
		Describe assessment of the learner.
		Define adult learning needs.
		Describe barriers to learning.
6.	Organize Training	Discuss types of visual teaching aides.
	session	 Prepare a teaching visual aid
		 Discuss teacher presentation
		characteristics.
		Describe participatory learning tips.
		Examine powerpoint (PPT) presentation
		software
		Outline an education session.
		 Develop a PPT presentation based on a
		HS&E topic
7.	Deliver antraining	Examine the evaluation techniques
	presentation /	❖ Discuss constructive criticism
session		 Develop a peer presentationevaluation
		❖ Deliver your presentation
		 Evaluate peer presentation
8.	Conduct meetings	❖ Prepare a HS&E committee meeting
		agenda
		 Participate in meetings effectively
		Chair a meeting
		Prepare minutes
9.	Prepare health	❖ List materials used in health and safety
	and safety	promotional activities.
	promotional	❖ Discuss correct formatting for poster
	training activities.	displays.
		❖ Discuss correct pamphlet layout.
		• Develop a poster or pamphlet on an
		HS&E topic
		Prepare health and safety promotional
		activities.
		Discuss steps to plan a health and safety
		promotional activity

Evaluation Strategies:



جامعة البلقاء التطبيقية

Exams		Percentage	Date
Exams	First Exam	20%	//
	Second Exam	20%	//
	Final Exam	50%	//
Homework and Projects		10%	
Discussions and lecture			
Presentations			

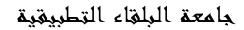
Teaching Methodology:

Lectures, Video Tapes, Slide Show, Presentations, Group work)

Text Books & References:

- 1. Dubrin, A. J. & Geerinck, T. (2009). *Human Relations: Interpersonal Job Oriented Skills* (3rd ed). Toronto, ON. Pearson Education Canada Inc.
- 2. Lannon, J. M., &Klepp, D. (2009). *Technical communications* (4th ed.). Toronto, ON: Pearson Longman.

Practical Hours





Occupational Health Safety and EnvironmentSpecializationProgram RequirementsCourse Number22401112Course TitlePersonal and Professional Development SkillsCredit Hours(3)Theoretical Hours(3)

(0)



جامعة البلقاء التطبيقية

Brief Course Description:

elements of interpersonal communication, the personal skills and attitudes in relation to those most valued by employers, Prepare a resume and cover letter for employment, Prepare for an employment interview, Module Use time management skills, teamwork skills, critical thinking, the principles of critical thinking, problem solving process, problem solving techniques

Course Objectives:

This course aims at:

- 1. Discuss elements of interpersonal communication
- 2. Identify the personal skills and attitudes in relation to those most valued by employers
- 3. Prepare a resume and cover letter for employment
- 4. Prepare for an employment interview
- 5. Module Use time management skills
- 6. Demonstrate teamwork skills
- 7. Describe critical thinking
- 8. Demonstrate the principles of critical thinking
- 9. Explain problem solving process
- 10. Apply problem solving techniques



جامعة البلةاء التطبيةية

Unit Number	Course Descriptio Unit Name	Unit Content	
1.	elements of interpersonal	Explain the basic steps in the communication process	
	communication	 Express factors affecting communication climate 	
		 Describe non-verbal communication 	
		 Explain methods to improve non-verbal communication 	
		 Explain the use of passive and active voice in communication 	
		Identify guidelines for overcoming communication problems	
		Recognize gender differences in communication style	
		 Apply skills to improve communication 	
2.	personal skills	❖ Discuss employability skills	
	and attitudes in relation to	Describe desirable work habits, work behaviour	
		and positive work habits	
	those most	 Recognize respectful workplace policies and 	
valued by employers		workplace ethics	
	employers	 Identify employer expectations 	
3. resume and		 Discuss the aspects of a resume 	
	cover letter for	Identify transferable skills	
	employment	 Select a resume style 	
		Review resume checklist	
		Prepare a resume	
		Discuss the aspects of a cover letter	
		Review a cover letter	
		Review a cover letter checklist	
		Prepare a cover letter	
4.	Prepare for an	Describe the different types of interviews	
	employment	utilized by employers	
	interview	Prepare interview questions	
		Describe the steps required to prepare for an	
		interview	
		Discuss what to do during an interview	
		Discuss common interviewing mistakes	



جامعة البلقاء التطبيقية

		Discuss what to do after an interviewPractice		
		interview skills		
5.	Module Use	❖ Define time management		
	time	Explain the physiological and psychological		
	management	impact of stress		
	skills	 Describe approaches to time management 		
		 Identify the advantages and obstacles to 		
		effective time management		
		 Identify tools for time management 		
		 Describe methods for developing SMART 		
		(specific, measureable, attainable, relevant,		
		timely) goals		
		Demonstrate the use of time management skills		
6.	teamwork	Identify types of teams that exist in the		
	skills	workplace		
		Discuss the strengths and weakness of teams		
		Identify team member roles		
		 Describe guidelines for the interpersonal aspect 		
		of team play		
		Discuss effective leadership qualities		
		 Discuss effective meeting techniques 		
		❖ Demonstrate effective teamwork skills		
7.	critical thinking	Define critical thinking		
		Identify critical thinking skills		
		Describe the positive attributes of a critical		
		thinker		
		Identify critical thinking procedures		
		Define root cause analysis		
8.	principles of	Apply the steps of decision making		
	critical thinking	Demonstrate critical thinking process		
		Demonstrate root cause analysis		
9.	problem solving	Explain the principles of problem solving		
	process	Identify problem solving methods		
		 Describe characteristics of effective problem 		
		solvers		
		 Discuss factors that can constrain a problem 		



جامعة الرلقاء التطريقية

		Identify resources available in solving problems
10.	problem solving	❖ Collect required information
	techniques	 Compare methods of problem solving
		Evaluate work related situations
		Apply the steps of decision making
		Solve technical and practical problems
		Solve interpersonal and supervision problems
		Solve ethical, legal and workplace safety
		problems
		Recommend effective solutions to problems

Evaluation Strategies:

=-\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \			
Exams		Percentage	Date
Exams	First Exam	20%	//
	Second Exam	20%	//
	Final Exam	50%	//
Homework and Projects		10%	
Discussions and lecture			
Presentations			

Teaching Methodology:

Lectures, Video Tapes, Slide Show, Presentations, Group work)

Text Books & References:

- 1. Langton, N., & Robbins, S. P. (2010). Organizational Behaviour, (5thed.) Toronto: ON: Pearson Education Canada
- 2. Dubrin, A. J. & Geerinck, T. (2009). *Human Relations: Interpersonal Job Oriented Skills* (3rd ed). Toronto, ON. Pearson Education Canada Inc.
- 3. Lannon, J. M., &Klepp, D. (2009). *Technical communications* (4th ed.). Toronto, ON: Pearson Longman.