

Faculty of Commerce & Business Administration

Communication and Presentation Skills

Information :

Course Code : CPS 101

Level : Undergraduate

Course Hours : 2.00- Hours

Department : University Requirments

Instructor Information :

Title	Name	Office hours
Lecturer	Dalia Alsaiid AbdElbaky Ali Hassan	30
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Description :

This course aims at providing students with the main concepts and the fundamental aspects related to communication and presentation skills. The course content covers a wide range of integrated topics including audience analysis, confrontation, note taking, active listening, memory, and test taking skills; as well as verbal communication, body language, and self management skills.