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**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 :**

<b>Title</b>	<b>Name</b>	<b>Office hours</b>
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.