

## 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	31
Lecturer	Maha Ali Gharib Ali	

#### 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.