

**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

**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.

**Books :**

Book	Author	Publisher
Business and Professional Communication (Connect codes)	Kory Floyd	McGraw Hill