

**Faculty of Commerce & Business Administration****Communication and Presentation Skills****Information :****Course Code :** CPS 101**Level :** Undergraduate**Course Hours :** 2.00- Hours**Department :** University Requirements**Instructor Information :**

Title	Name	Office hours
Lecturer	Mennat Allah Mohammed Farouk Mohammed Saad	2

**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.