

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	Mennat Allah Mohammed Farouk Mohammed Saad	2
Lecturer	ENGY SAMY AHMED MOHAMED	

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.