

Course title: Communication Skills	Level: 1 st		
Course code: 100-2801	Pre-requisites: NA		
Credit hours: 3	Contact hours: 3		
Department: Administrative and Financial Programs	Program: Human Resource		
Course content:			
<p>The aim of this course is to introduce the concepts and fundamentals of the process of effective communication, elements, types, means and skills, and obstacles, Effective communication and methods of addressing them. And also developing the communication skills required for effective performance in the business environment (oral communication). The course also focuses on written communication, individual communication, group communication, etc. By combining the theories and principles that govern the process of effective communication and practical applications. This course also includes practical administrative applications on effective communication mechanisms And its skills by offering a combination of exercises and practical situations.</p>			
Course objectives:			
<ul style="list-style-type: none"> • Understanding the course and its contents and its importance. • Learning the meaning of the human communication and its functions and importance. • Understanding the writing skills and how to obtain them. • Learning the speaking skills. • Knowing the skills for reading in communication. • Gaining knowledge on to have effective listening skills. • Knowing and understanding the concept of non-verbal communication. • Obtaining the skills of writing a professional CV. • Understanding the different types of human personalities. • Understanding the way of writing a proper report. 			
Methods of teaching			
Electronic Education	Tutorial	Lecture	others
Assessment task			
Final Exam	Mid Exams	Group Tasks	Individual Tasks
٥٠	٣٠	١٠	١٠
References:			
<ul style="list-style-type: none"> ▪ إبراهيم رفعت وعماد رمضان (٢٠١١)، مهارات الاتصال، الرياض، بجامعة الملك سعود. ▪ ماهر احمد (٢٠٠٤)، كيف ترفع مهاراتك الإدارية في الاتصال، الإسكندرية، الدار الجامعية. ▪ ادم الامين عبد القادر، مهارات الاتصال، النظرية والتطبيق (٢٠١٦)، جامعة الملك سعود. 			