

Course name: COMMUNICATION SKILLS

Course code: MGMT 103

Course hours: Credit hours 2, Contact hours 2

Course Pre-requisites: None

Course Description

The course of Communication Skills contains a set of cognitive and other procedural knowledge: it is due to the skills of speech, listening and expression movements. The basis of the composition in this area is the discovery of the most important concepts related to communication, followed by the concept of skills, which holds the meanings of ability and intelligence and intellectual presence and good behavior and objectivity and critical thought.

Course Main Objective

In this course, the students will be to:

- Knowing the appropriate and sufficient information about communication and its various and different topics, which contributes to the success of human life both private and practical.
- Ability to communicate well and successfully with our self and with others.
- Ability to integrate, harmonize, understand and communicate with the environment.
- Learn to be objective and accept the difference with other cultures and communicate with our cultural values.

Course Learning Outcomes

After the completion of this course, the students will be able to;

- Knowing the tools needed for effective communication.
- Learn to develop and practice personality.
- Learn to be positive in the society and apply the strategies of influence and conviction.
- Ability to analyze and criticize any discourse.
- Ability to communicate and convey ideas.

Course evaluation

- Quizzes, practical assignments
- Weekly/biweekly reviews
- Midterm examination
- Attendance
- Final examination

Course recommended books

- -مهارات الاتصال، السنة التحضيرية، جمعان سعيد القحطاني. جامعة الملك سعود، ٢٠٠٩م.
- -أساسيات الاتصال (نماذج ومهارات)، حميدي الطائي وبشير العلاق. دار المكتبة الوطنية، عمان، ٢٠٠٩م.
- -الحوار وأدابه وتطبيقات في التربية، خالد محمد المغامس. مركز الملك عبد العزيز للحوار الوطني، الرياض ١٤٣٠هـ.