


Sub.	Course Description – توصيف مقرر دراسي	الموضوع	 كلية المعرفة ALMAAREFA COLLEGE
Date		التاريخ	

Course Code & No	302COMM	302 وصل	رقم المقرر ورمزه
Course Name	Presentation Skills	مهارات العرض	اسم المقرر
Credit Hours	2 (2 + 0 + 0)	(0 + 0 + 2) 2	عدد الساعات المعتمدة
Pre-requisite	COMM 201	201 وصل	المتطلب السابق

General Description	توصيف عام
<p>This course aims at introducing the students with: The presentation skills for technical information. Students utilize available methodologies and technologies for making effective technical presentations.</p>	

Course Objectives	أهداف المقرر
<ul style="list-style-type: none"> • Recognize presentation fundamentals and the importance of being able to make effective presentations. • Recognize communication components in a theoretical, lively and practical manner. • Recognize audience analysis and control theories. • Develop and present technical information to a life audience. • Analyze and justify questions during the presentation • Design effective & engaging presentations • Develop character as the primary factor of communication whilst improving secondary skills of body language. • Use the most suitable delivery method based on the audience, the environment & the message being delivered. • Illustrate powerful & effective verbal & non-verbal communication techniques, • Demonstrate improved attitude and confidence in inter-personal, small and large group settings. • Operate clearly and effectively by expressing ideas and concepts using oral, written and visual forms. • Demonstrate affective information resources utilization. 	

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Course Outlines	مفردات المقرر
<ul style="list-style-type: none"> • Effective presentations. • Planning a presentation. • Audience analysis /Supporting materials. • Build presentations /Develop an introduction. • Organize the body of the presentation. • Effective conclusion. • Presentation mechanics /Visual aids. • Extemporaneous speaking. • Preparation for speaking /Presentation delivery. • Nonverbal communication. • Question-and-answer session. • Handle questions effectively /Handling challenging questions. • Fundamentals of persuasion. • Organize a persuasive presentation. • Methods of persuasion. 	

References	المراجع
<ul style="list-style-type: none"> • Effective Presentations, Morgan; Natt, 2015 • Course ILT: Effective Presentations, 2002, Course Technology. 	