Faculty of Computers and Information Technology

Communication Skills and Report Writing

Information :

Course Code :	CPS121	**Level**	: Undergraduate	**Course Hours :**	2.00- Hours

Department : Faculty of Computers and Information Technology

Description :

This course provides students with abilities to effectively communicate and convey information through well-structured reports and developing essential skills necessary for producing concise, clear, and professional reports that cater to different audiences and purposes. Topics covered in this course are the planning, drafting, editing, and presentation phases, organizing information logically, employing appropriate language and tone, Also, covering both written and oral communications and ensuring students can articulate their ideas effectively through written reports as well as presentations.

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