TEC1101 Communication Skills for Technology

Hours per Semester				Weighted Total Mark	Weighted Exam Mark	Weighted Continuous Assessment Mark	Credit Units
LH	PH	TH	CH	WTM	WEM	WCM	CU
45	0	00	45	100	60	40	3

Course Description

Communication skills have been found to be wanting for students, especially those who have offered science subjects at "A" Level. The course aims at improving the communication skills of the student as means of expression and interacting in a professional way. It focuses on improving communication skills of the student, which is an integral part of building a professional architect.

Objectives/aim

- To acquire skills of conducting meetings
- To be able to effectively relate and communicate with others at work place
- To be able to effectively write reports, minutes and agenda

- To acquire skills of preparing workshop and conference papers