## ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

## COURSE OUTLINE

GLOBAL LEARNING INSTITUTE

**PROGRAMME:** FIA/ACCA
**DURATION:** September - October 2018
**DAY(S):** Fridays
**MODE:** Full Time
**COMPONENT:** Get Work Ready
**LECTURER:** Stacy Daniel- Williams
**CAMPUS:** Champs Fleurs

| Lecture Number | Lecture Day & Date | | Time | Hrs | Cum Hrs | Lecture Topic (s) | No./ Type of Session | Important Concepts/ Ideas to know/ Learning Outcomes | Expected Reading | Other Matters | Questions | Items Due For Next Class |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Fri. | 14-Sep-18 | 9:30am - 11:00am | 1.50 | 1.50 | Understanding the World of Work: Developing your Competencies and charting your Career Path. | LT | 21st century Employer Expectations; Requirements for career growth-success. | --- | | | Career Objective or Profile |
| 2 | Fri. | 21-Sep-18 | 9:30am - 11:00am | 1.50 | 3.00 | Skill-Sets for Success: Tailoring and Preparing your Resume / CV | LAB | Customize Resume/CV to highlight skills and increase employment opportunities | Lecture Notes / Handouts | | | Resume/ CV for review |
| 3 | Fri. | 5-Oct-18 | 9:30am - 11:00am | 1.50 | 4.50 | Office / Business Etiquette Guide | LT | Behaviour Patterns in the business environment; focus on use of Personal Branding | Lecture Notes / Handouts | | | Draft Presen (min 5-7 slides) |
| 4 | Fri. | 12-Oct-18 | 9:30am - 11:00am | 1.50 | 6.00 | Effective Presentation Techniques | LT | Key Presentation Forums; Dev. Winning Presentations | Lecture Notes / Handouts | | | --- |

**Key / Legend**
Lt = Lecture T=Tutorial Lb = Lab EP = Exam Prep

**Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged**
**Date syllabus last modified: July 2018**