ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE

PROGRAMME: ACCA
DURATION: September - November, 2018
DAY(S): Thursdays
MODE: Full Time
COMPONENT: Principles of Business Communication
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	Thur	13-Sep-18	9:30am - 11:30am	2.00	2.00	The Communication Cycle and Process	LT	Overview of the key elements in the Communication Cycle and Process Flow.	Handout on the Comm. Cycle			---
2	Thur	20-Sep-18	9:30am - 11:30am	2.00	4.00	Grammar Essentials	LT	Formal vs Informal Language, the 7 Cs, Grammar Essentials (Vocabulary, Sentence Structure, Paragraphing, Academic Writing)	Lecture Notes			Practice Exercises
3	Thur	27-Sep-18	9:30am - 11:30am	2.00	6.00	Written Business Communication	LT	Composing Formal Documents: Business Letters, Memos, Reports and CVs	Handout on Written Comm.			Practice Exercises
4	Thur	04-Oct-18	9:30am - 11:30am	2.00	8.00	Verbal Communication in the Business Environ	LT	Business Meetings (requisite documents and protocols), Telephones and Teleconferencing	Lecture Notes			---
5	Thur	11-Oct-18	9:30am - 11:30am	2.00	10.00	Communication Technology at Work	LT	Review of communication systems and devices used for business purposes.	Handout on Comm Tech			---

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
to contact their fellow classmates for updates where class sessions have been missed.
Date syllabus last modified: June 2018