

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA
DURATION: September - October 2019
DAY(S): Mondays
MODE: Full-Time
COMPONENT: Emotional Intelligence & Ethical Decision-Making
LECTURER: Gladys 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	Mon	16-Sep-19	9:00am - 11:00am	2	2	Understanding Emotional Intelligence	1/Lt.	EI- Definition, competencies, roles, importance & benefits	None			
2	Mon	23-Sep-19	9:00am - 11:00am	2	4	Developing EI Skills - Managing emotions	2/Lt	Quiz- Are you emotionally intelligent? EI Guidelines.	Lecture Notes & Handouts			
3	Mon	30-Sep-19	9:00am - 11:00am	2	6	Developing Emotional Intelligence Skills - Part 1	3/Lt	Mastering EI skills- self mgt. self-confidence; empathy.	Lecture Notes & Handouts			
4	Mon	7-Oct-19	9:00am - 11:00am	2	8	Understanding Ethics & Ethical Decisions	4/Lt	Defining "Ethics; Using Codes of conduct; rules & principles	Lecture Notes & Handouts			
5	Mon	14-Oct-19	9:00am - 11:00am	2	10	Ethics and Professionalism	5/Lt	Using linear vs. lateral thinking; the 4- way test; Steps in the decision-making model	Lecture Notes & Handouts			
6	Mon	21-Oct-19	9:00am - 11:00am	2	12	Ethical Dilemmas in the Workplace	6/Lt	Work-related case studies & scenarios. Role -playing , Presentations & Reflections. Action Plans, Closure.	None			

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: August 2019