

## ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

### COURSE OUTLINE



**PROGRAMME:** ACCA  
**Semester:** September - December 2019  
**DAY(S):** Mondays  
**MODE:** Full-Time  
**COMPONENT:** Principles of Business Communication  
**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	28th Oct. 2019	9:00 am - 11:00 am	2.00	2.00	The Communication Cycle and Process	LT	Overview of the key elements in the Communication Cycle and Process Flow.	None			---
2	Mon	4th Nov. 2019	9:00 am - 11:00 am	2.00	4.00	Grammar Essentials	LT	Formal vs Informal Language, the 7 Cs, Grammar Essentials (Vocabulary, Sentence Structure, Paragraphing, Academic Writing)	Lecture Notes & Handouts			Practice Exercises
3	Mon	11th Nov. 2019	9:00 am - 11:00 am	2.00	6.00	Written Business Communication	LT	Composing Formal Documents: Business Letters, Memos, Reports	Lecture Notes & Handouts			Practice Exercises
4	Mon	18th Nov. 2019	9:00 am - 11:00 am	2.00	8.00	Verbal Communication in the Business Environment	LT	Business Meetings (agendas, minutes, etc.) Telephones, Teleconferencing, Communication Technology	Lecture Notes & Handouts			Presentation on assigned topic
5	Mon	25th Nov. 2019	9:00 am - 11:00 am	2.00	10.00	Presentation, Reflections & Closure	LT	Overview and highlights of key course concepts	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**