

Global Learning Semesters

Course Syllabus

Course: BADM-231 Business Communications

Department: Languages

Host Institution: University of Nicosia, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
BADM-231	Business Communications	1.5
Semester Offered	Contact Hours	Prerequisites
Fall, Spring, Summer		ENGL101 English Composition
Department	Level of Course	Language of Instruction
Languages	Lower-Division	English

Course Description

The student will become acquainted with the methods of communications prevalent within a business context. The skills of letter writing, drafting proposals, report writing and public speaking are covered.

Instructor

Ms. Andry Sophocleous

Course Aims and Objectives

To improve the students' business writing skills, as well as strengthen their business communication skills.

Teaching Methods

Facilities are available for PowerPoint lecture presentations, VCRs, Online Computers, Computer Labs and Language Lab. Teachers may also use a mix of lectures, tutorials, case studies, student presentations, group work, role play, literature review, analysis of research data, and field visits and have visiting specialists give lectures.

Course Teaching Hours

Fall and Spring: 3 hours a week over a thirteen week semester. Summer: 6 hours a week over seven weeks.

Evaluation and Grading

Final exam: 40%
Midterm: 30%
Continuous: 30%

Readings and Resources

Required Textbook

Bovee, C. and Thill, J. V. (2003) Business Communication Today (7th Edition), New Jersey: Prentice Hall