

## Global Learning Semesters

### Course Syllabus

Course: COMM-200 Business And Professional Communication

Department: Language

Host Institution: University of Nicosia, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
COMM-200	Business And Professional Communication	1.5
Semester Offered	Contact Hours	Prerequisites
Fall, Spring, Summer		ENGL101 English Composition
Department	Level of Course	Language of Instruction
Language	Lower-Division	English

### Course Description

In order to understand the importance of improving communication skills and to understand the human communication process, students will become acquainted with business and human communication theories, effective reading and listening techniques, the importance of Nonverbal Symbols and interview conduct.

### Instructor

Ms Kathrine Fincham

### Course Aims and Objectives

This course is designed for the student who anticipates a career in business or a profession. The student will study business and human communication theories and effective reading and listening techniques. Non-verbal symbols are also discussed. Students will be taught how to conduct an effective interview.

### 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

Participation: 15%  
Assignments 20%  
Presentations: 15%  
Mid-Term: 20%

Final Exam: 30%

## Readings and Resources

### **Required Textbook**

Bradley and Baird, Communication for Business and Professions, 2<sup>nd</sup> Edition

### **Recommended Reading**

Sorrels, Business Communication Fundamentals

Hayes and Baird, Communication for Business and Professions