Course unit Communication Skills Course unit AFCS101 Course unit Business Elective unit Bachelor (st Cycle) Level of course unit Bachelor (st Cycle) Ver of study: 2 Semester 3-4 When the unit Semester Journe of course 5 Semester 6 Number of cots 6 Semester 5 Ver of study: 2 Semester 5 Mame of KOURIEOS STELLA Learning by the end of the course, students should be able to: Learning outcomes of the course with the public and colleagues by phone, in person, and in meetings witte a relaits, memos, persuasive messages, business lefters as well as reports with adfibrent formats and concept of with the public and colleagues by phone, in person, and in meetings witte and apply basic business terms essential in their academic and future professional environment e develop team skills and interpersonal communication skills incorporate and use technology effectively in presenting oral or written work in their work frame preferencister Good knowledge of English Co-requisiter: None <					
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	reading:				
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	https://open.umn.edu/opentextbooks/SearchResults.aspx?searchText=Business%20communication%20
	<u>s</u>
	Instructor's notes
References:	Thill, B. (2008). <i>Business Communication Today</i> (9 th edition). UK:Pearson -Prentice Hall
	Taylor, S. (2005). <i>Communication for Business- A Practical Approach</i> (4 th edition). USA:Pearson Longman
	Taylor, J. & Zeter, J. (2016). <i>Business English.</i> UK: Express Publishing Guffy, M. & Loewy, D. <i>Essentials of Business Communication</i> (9 th edition). USA:South-Western Cengage Learning
	Jones, L.& Alexander, R.2008). <i>New International Business English.</i> UK:Cambridge University Press
Planned learning activities and teaching methods:	The course is delivered to students by means of lectures conducted by the instructor. The major metho the interactive communicative approach based on the principles of functional language learning and to visual aids, class discussions, pair and group work and other communicative drills are among the inst keep students' interest alive and elicit the maximum participation from students. Students are also enco extensive use of the Internet.
Assessment methods and criteria:	A two-method assessment is adopted. The coursework assessment, which counts for the 40% of the o includes two major tests, an assignment, quizzes, homework and class participation and the fin assessment which counts for the 60% of the final mark. The formal assessment of this course consists of Coursework: 40% -Test 1 14% -Test 2 10% -Assignment 8% -Class work 8% Final Exam: 60%
Language of	English
instruction: Work	No
placement(s):	