

Course unit title:	Communication and Interpersonal Skills										
Course unit code:	CMS 104										
Type of course unit:	Compulsory										
Level of course unit:	Bachelor (1st Cycle)										
Year of study:	2										
Semester when the unit is delivered:	1										
Number of ECTS credits allocated :	6										
Name of lecturer(s):	Ms Eleftheria Atta										
Learning outcomes of the course unit:	<ul style="list-style-type: none"> • Use appropriate style and format in the various forms of business communication. • Practice their skills in the art of business writing with a strong emphasis on style. • Demonstrate the use of business English in realistic communication through various oral activities. • Prepare a business presentation using appropriate visual aids, and recognize the best practices involved. 										
Mode of delivery:	Face-to-face										
Prerequisites:	None										
Recommended optional program components:	None										
Course contents:	The course aims at providing students instruction and practice with the various forms of written and oral communication skills. Additional emphasis and experience will be provided in oral and small-group communication.										
Recommended and/or required reading	<p>Textbook</p> <p>Roebuck, D.B. (2006). <i>Improving Business Communication Skills</i>. 4th edition. Pearson Education</p> <p>Recommended reading(s):</p> <p>Geffner, A. B. (2005). <i>Business English</i>. 4th edition. Barron's Educational Series.</p>										
Planned learning activities and teaching methods:	Lectures, class discussion and library work										
Assessment methods and criteria:	<table border="0"> <tr> <td>Class Participation</td> <td>6%</td> </tr> <tr> <td>Oral Presentation</td> <td>4%</td> </tr> <tr> <td>Midterm Examination</td> <td>10%</td> </tr> <tr> <td>Written Assignment</td> <td>10%</td> </tr> <tr> <td>Final Examination</td> <td>70%</td> </tr> </table>	Class Participation	6%	Oral Presentation	4%	Midterm Examination	10%	Written Assignment	10%	Final Examination	70%
Class Participation	6%										
Oral Presentation	4%										
Midterm Examination	10%										
Written Assignment	10%										
Final Examination	70%										
Language of instruction:	English										
Work placement(s):	No										