

<b>Course unit title:</b>	Communication and Interpersonal Skills										
<b>Course unit code:</b>	CMS 104										
<b>Type of course unit:</b>	Compulsory										
<b>Level of course unit:</b>	Bachelor (1st Cycle)										
<b>Year of study:</b>	2										
<b>Semester when the unit is delivered:</b>	1										
<b>Number of ECTS credits allocated :</b>	6										
<b>Name of lecturer(s):</b>	Ms Eleftheria Atta										
<b>Learning outcomes of the course unit:</b>	<ul style="list-style-type: none"> <li>• Use appropriate style and format in the various forms of business communication.</li> <li>• Practice their skills in the art of business writing with a strong emphasis on style.</li> <li>• Demonstrate the use of business English in realistic communication through various oral activities.</li> <li>• Prepare a business presentation using appropriate visual aids, and recognize the best practices involved.</li> </ul>										
<b>Mode of delivery:</b>	Face-to-face										
<b>Prerequisites:</b>	None										
<b>Recommended optional program components:</b>	None										
<b>Course contents:</b>	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.										
<b>Recommended and/or required reading</b>	<p>Textbook</p> <p>Roebuck, D.B. (2006). <i>Improving Business Communication Skills</i>. 4<sup>th</sup> edition. Pearson Education</p> <p>Recommended reading(s):</p> <p>Geffner, A. B. (2005). <i>Business English</i>. 4<sup>th</sup> edition. Barron's Educational Series.</p>										
<b>Planned learning activities and teaching methods:</b>	Lectures, class discussion and library work										
<b>Assessment methods and criteria:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Class Participation</td> <td style="text-align: right;">6%</td> </tr> <tr> <td>Oral Presentation</td> <td style="text-align: right;">4%</td> </tr> <tr> <td>Midterm Examination</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Written Assignment</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;">70%</td> </tr> </table>	Class Participation	6%	Oral Presentation	4%	Midterm Examination	10%	Written Assignment	10%	Final Examination	70%
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Oral Presentation	4%										
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<b>Language of instruction:</b>	English										
<b>Work placement(s):</b>	No										