

Business Communication Skills

21st century business communication in English requires an understanding of business communication in our new global, digital and diverse business world. The basic communication processes are supplemented with the ways in which modern technology and workplace norms should be applied across a multitude of communication platforms and channels.

Course Facts



Course delivery

Online, digitised short course



Course duration

Ten weeks



Notional learning hours

5-7 learning hours per week, anytime, anywhere



B-BBEE

Assistance offered to obtain Category B recognition under Skills Development element of B-BBEE scorecard



Learner Journey Management

The Wits DigitalCampus team provide learning support throughout the course



Certification

A Certificate of Competence from the University of the Witwatersrand



Target market

Aspirant business professionals using business tools like meetings, reporting and other communication to advance their career.

Learners for whom English is not a first language, and who wish to obtain skills in English business communication.



Assessment

Assessment and grades are calculated as follows:

5% – Participation in Discussion Activity forums

35% – Module assessment results

60% – Online examination result



Course outcomes

Improve professional business communication

Utilise modern communication technology effectively

Apply meeting tools, templates and reporting tools



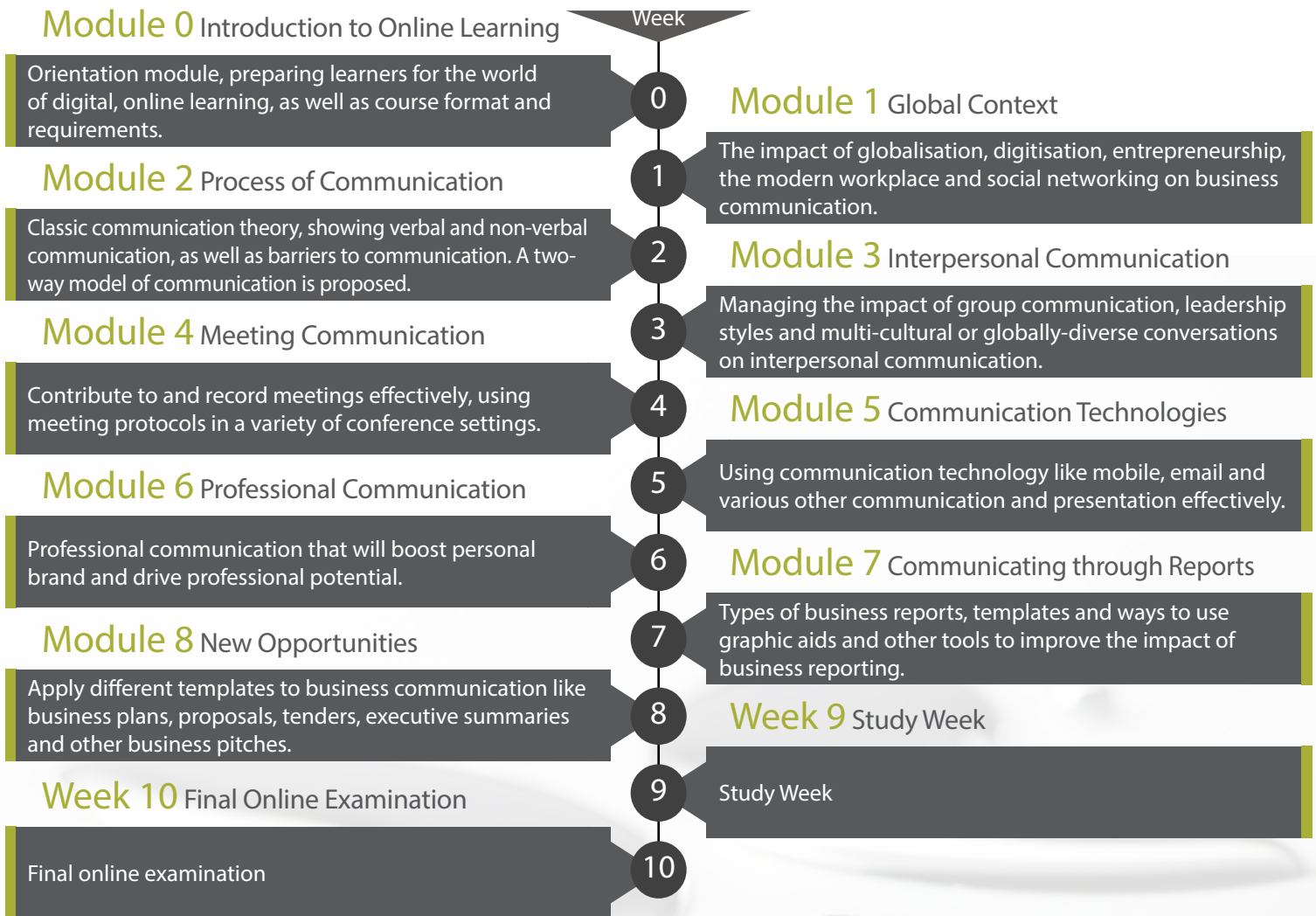
Learners who meet the assessment criteria will receive a Certificate of Competence from the University of the Witwatersrand's Wits Plus, Centre for Part-Time Studies. A Certificate of Competence is proof that course content has been completed and learners have been assessed for competence against the learning outcomes set.



Wits Business School and Wits Plus lecturer, Nicky Lowe, is the writer of Business Communication Skills. Nicky holds an M.A. degree in Language Studies and has spent three decades lecturing in corporate communication at prestigious universities. With her social outreach and mentoring initiatives, as well as her wide acclaim as a seminal author in the field, she offers the perfect blend of academic excellence and personal passion.

Business Communication Skills

Course Outline



Learner Journey Management

Our Wits DigitalCampus Learner Journey team will ensure that all applicants are enrolled, informed, supported and motivated to complete the course. The team can be contacted online, telephonically or by email and will respond to learner queries and comments within a working day.

Our effective Learner Journey Management is evident in these statistics:

Course completion rate:
100% plus

Course pass rate:
100% plus

Application & Payment Process

Apply online at www.digitalcampus.co.za

In accordance with Wits policies, upfront payment is required to register for the course. The payment of the fees for this course is the responsibility of the individual registering for the course.