

COURSE DETAIL

PROFESSIONAL COMMUNICATION

Country

South Africa

Host Institution

University of Cape Town

Program(s)

University of Cape Town

UCEAP Course Level

Upper Division

UCEAP Subject Area(s)

Communication Business Administration

UCEAP Course Number

102

UCEAP Course Suffix**UCEAP Official Title**

PROFESSIONAL COMMUNICATION

UCEAP Transcript Title

PROFFESIONAL COMM

UCEAP Quarter Units

7.00

UCEAP Semester Units

4.70

Course Description

The course provides the ability to design and produce various types of documents (e.g. correspondence, reports and proposals) common to the workplace. Students are required to plan and give persuasive presentations and oral reports to selected audiences as well as to prepare visual and graphic material for oral and written messages. Group work and group presentations are also emphasised. Assessment: oral and written exams and presentations, final paper.

Language(s) of Instruction

English

Host Institution Course Number

BUS2033F/S

Host Institution Course Title

PROFESSIONAL COMMUNICATION

Host Institution Course Details

<https://www.uct.ac.za/sites/default/files/media/documents/2026-commerce-handboo...>

Host Institution Campus

University of Cape Town

Host Institution Faculty

Commerce

Host Institution Degree

Host Institution Department

Management Studies

Course Last Reviewed

2026-2027

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