

**COURSE CODE:** ACTCOMM

**COURSE TITLE:** Business Communication for BSA

**DEPARTMENT:** Accountancy

**TEXTBOOK:**

- Any comprehensive American English Dictionary (e.g., Merriam-Webster)

**READING LIST:** (References)

- Bovee, C. (2014), Business Communication Essentials, Boston, MA: Pearson, Cardon, P. (2014) Business Communication: developing leaders for a networked world, New York, NY: McGraw-Hill Irwin
- Carter, C. (2012). Keys to business communication: success in college, career, and life, Upper Saddle River, NJ: Pearson Education
- Crossman, J. (2011), Business communication for global age, Sydney: McGraw-Hill.
- Lesikar, R. (2008). Business communication: making connections in a digital world, Boston, MA: McGraw-Hill/Irwin
- Locker, K.O., & Kaczmarck, S.K. (2014). Business communication: Building critical skills, New York, NY: McGraw-Hill Education.
- Phillips, R. (2012). Body language, it's what you don't say that matters, Chichester, West Sussex: Capstone
- Thill, J. (2011). Excellence in business communication, Boston, MA: Pearson
- Walker, R. (2006). Strategic business communication: an integrated, ethical approach, Mason, OH: Thomson South-Western
- English Grammar and Composition Handbook Grade 10 (2017) A McGraw-Hill Custom Publication
- <https://www.ef.com/english-resources/english-grammar/>
- [http://www.butte.edu/departments/cas/tipsheets/grammar/parts\\_of\\_speech.html](http://www.butte.edu/departments/cas/tipsheets/grammar/parts_of_speech.html)
- <https://www.englishgrammar101.com>
- <http://grammar.ccc.commnet.edu/grammar>
- [https://owl.purdue.edu/owl\\_exercises/grammar\\_exercises/index.htm](https://owl.purdue.edu/owl_exercises/grammar_exercises/index.htm)

**REQUISITE EQUIPMENT/MATERIALS FOR THE COURSE:**