



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Business Writing

Course Specifications

Course Number: ELK88–481

Days: 1.0 day(s)

Description: As a first-time manager, you will have the responsibility to write business documents that will help support the goals of your company. In order to successfully create a variety of business documents, you need to thoroughly understand which documents work best for specific situations and how to produce them. In this course, you will learn how to choose the best document to use and prepare to write the document to help you achieve your business goals.

Course Objective: You will identify specific presentation techniques for various business documents, including business plans, proposals, project plans, contracts, strategic plans, reports, procedures, and policies, and the methods of preparing those documents for your intended audience.

Target Student: First-time managers who want to build their skills to write well-organized and convincing business documents.

Prerequisites: Business Writing Description: As a first-time manager, you will have the responsibility to write business documents that will help support the goals of your company. In order to successfully create a variety of business documents, you need to thoroughly understand which documents work best for specific situations and how to produce them. In this course, you will learn how to choose the best document to use and prepare to write the document to help you achieve your business goals.

Course Objective: You will identify specific presentation techniques for various business documents, including business plans, proposals, project plans, contracts, strategic plans, reports, procedures, and policies, and the methods of preparing those documents for your intended audience.

Target Student: First-time managers who want to build their skills to write well-organized and convincing business documents.

Prerequisites: Business Writing

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Pentium 90 MHz or higher processor, or Macintosh PowerPC.
- Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

- Windows® 95, Windows® 98, Windows® 2000, Windows® ME, Windows® NT 4.0, Windows® XP Home Edition, or Windows® XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking (Windows XP with Service Pack 2 Internet Explorer users only).

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Focus your document.
- Communicate to your audience effectively.

Course Content

Lesson 1: Focusing Your Document Topic

1A: Determine Your Purpose Topic

1B: Determine Your Audience

Lesson 2: Communicating to the Audience Effectively Topic

2A: Planning the Writing Project Topic

2B: Using Informative and Persuasive Techniques

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports ([Dashboard](#))

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
([Excel Automation](#))

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
([MS Project](#))

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.
([Keyboarding](#))

EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
Click to Join our [Loyalty](#)



Committed to skills development in the Media, Advertising and ICT sector
Accreditation no: ACC/2011/07/066

Call Centre: 0861 114 679
(Office Hours)
Website: www.collegeafricagroup.com
CAG [Newsletter](#)