

HUMAN DEVELOPMENT DEPARTMENT

COURSE TITLE: Business Communications

COURSE CODE: BC 060 SEMESTER: 1 2 3 4 / 19\_\_

INSTRUCTOR: COLLEEN HOLLER 539-2030  
(available office hours posted on  
office door)

COURSE DESCRIPTION: Students gain skill in business  
correspondence content and format.  
Course contains exposure to a real life  
situation as students run a fictitious  
company.

COURSE CONTENT: Formation of company and job areas.  
Correspondence and organization  
Meeting format

COURSE REQUIREMENTS: Reading level ENG 060  
  
\*special arrangements with  
Instructor prior to enrolment

REQUIRED TEXTS: None required

SUGGESTED SUPPLIES: notepaper/pencil or pen

CLASSROOM REGULATIONS: No drinks, food or smoking in room.  
  
Notify Instructor of illness or if on  
medication.

CREDIT GIVEN: Accurate completion of all exercises  
Cooperation between students completing  
tasks as required  
  
Participation