

**GRANDE PRAIRIE REGIONAL COLLEGE**  
**Department of Computer Systems Technology**  
**Course Outline**

**CT 2150 - BUSINESS COMMUNICATIONS 3(5-0)**

<b>INSTRUCTOR:</b>	Judy Johnstone
<b>OFFICE:</b>	C202
<b>PHONE:</b>	539-2966 (Office) 539-6613 (Residence)
<b>MATERIALS REQUIRED:</b>	Texts: <u>Business Communications Today</u> , Third Edition, Boree and Thill, McGraw Hill, 1992.  <u>Signals: How to Use Body Language for Power, Success and Love</u> , Bantam House, Allan Pease, 1984.  A Good Dictionary
<b>PREREQUISITE:</b>	CT 1250.
<b>COURSE DESCRIPTION:</b>	Practical overview of business letters, reports and oral presentations. Listening skills, resumes, letters of application and non-verbal communication will be discussed; as well, spelling and grammar will be emphasized.
<b>COURSE OBJECTIVES:</b>	To facilitate effective business communication by: <ul style="list-style-type: none"><li>- examining letter patterns and styles</li><li>- developing understanding of various kinds of reports</li><li>- increasing understanding of our non-verbal communication</li><li>- practising good listening skills</li><li>- preparing a professional resume and letter of application</li><li>- becoming comfortable with preparing and presenting oral reports and interviews</li></ul>

<b>EVALUATION:</b>	Letters and Resumes (8 letters and 1 resume)	-25%
	Reports -T.B.A.- may be in conjunction with other classes	-10%
	Oral Presentations - (1 persuasive and 1 interview in conjunction with CT 2110)	-20%
	Tests: Mid-term	-15%
	Final	-30%

**COURSE CONTENT:**

Topic

Non-verbal communication  
Letter and Resume Writing  
Review of Report Writing  
Listening  
Field Trips or Speakers re: Job Search  
Resume Writing

- ATTENDANCE POLICY:**
1. Attendance is mandatory as class is based on discussion of topics listed. Please discuss absences with instructor.
  2. Assignments will be due on or before the dates given.

1 class late	50%
2	20%
3	0%
  3. All assignments must be handed in to receive a grade.