

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

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

<b>INSTRUCTOR:</b>	Judy Johnstone
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<b>MATERIALS REQUIRED:</b>	<p>Texts: <u>Excellence in Business Communication</u>, Second Edition, Bovee and Thill, McGraw Hill, 1993.</p> <p><u>Signals: How to Use Body Language for Power, Success and Love</u>, Bantam House, Allan Pease, 1984.</p> <p>A Good Dictionary</p>
<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>	<p>To facilitate effective business communication by:</p> <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>

EVALUATION: TBA

COURSE CONTENT:

Topic

Non-verbal communication

Letter and Resume Writing

Review of Report Writing

Listening

Field Trips or Speakers for:      Job Search  
   Resume Writing

ATTENDANCE POLICY:

1. Attendance is encouraged. Course content contains much discussion, so absences seriously affect the quality of your learning.
2. Assignments will be due on or before the dates given.

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