

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: BUSINESS COMMUNICATIONS

Code No.: ENG 215-3

Program: BUSINESS PROGRAMS

Semester: WINTER

Date: JANUARY, 1987

Author: LANGUAGE & COMMUNICATION SKILLS DEPARTMENT

New: _____ Revision: X

APPROVED: N. KOCH
Chairperson

Date: June 6 '87

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This course is designed for students preparing themselves for employment in business areas where skills of clarity, conciseness, and accuracy are necessary in both written and oral communications. Emphasis is also placed on developing student skills in locating, gathering and organizing information.

CREDITS

3

DURATION

16 weeks

HOURS/WEEK

3

PREREQUISITES

ENG 120-3 or the equivalent

ADVANCED CREDIT:

Students who have complete a similar post-secondary course or who have relevant employment-related experience should consult the Co-ordinator of the Language and Communication Skills/Social Sciences Department in Room E472.

TEXTBOOK:

Himstreet and Baty, Business Communications, Seventh Edition, Kent, 1984.

SUPPLEMENTARY TEXTS:

William, Joseph. A Resume Guide Available FREE from Sault College's Placement Office.

Collin's, Webster's New World Dictionary.

In addition, students will be expected to obtain an overhead transparency and a non-permanent (water soluble) transparency marking pen.

SUMMARY OF OBJECTIVES:

1. Students, in their written assignments, will demonstrate the ability to produce clear, accurate well-organized text.
2. Students will demonstrate comprehension of program-related material by producing accurate summaries that also reflect the emphasis and tone of the original document.
3. Students will prepare an effective job-application package comprising the letter of application and the resume.

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Evaluation

Writing assignments will be marked A, B, C, or Revise. Assignments submitted late will be penalized.

Attendance

Regular attendance is a requirement of the course. Absences will affect your learning and your final grade. Make-up tests will be given only in cases of serious illness or emergency.