

ARIZONA WESTERN COLLEGE  
SYLLABUS

## BUA 290 BUSINESS COMMUNICATIONS

Credit Hours: 3 Lec 3

PREREQUISITE: None

COURSE DESCRIPTION

Development of the skills and abilities to handle written business communications effectively and to develop a distinctive style of business writing. The simple but tactful expression of ideas; the preparation of business letters, memorandums, reports, minutes of meetings, and news releases.

1. COURSE GOAL

This course prepares learners to compose business communications based on certain hypothetical situations posed, to formal grammar and structure will come mainly as needs are revealed in the compositions, with major areas of concern being business letters, memorandum, business reports, minutes of meetings, and correct telephone usage.

2. OUTCOMES

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

- 2.1 compose business communications which are concise and appropriate to all phases of business.
- 2.2 know and use correctly many common terms unique to the world of business.
- 2.3 logically and efficiently plan and execute solutions to business communication problems.
- 2.4 use words effectively in many realms of personal expression.
- 2.5 understand others through the exchange of ideas and information.

3. METHODS OF INSTRUCTION

- 3.1 Lectures
- 3.2 Demonstrations
- 3.3 Class discussions

4. LEARNING ACTIVITIES

- 4.1 Receive demonstrations and lectures
- 4.2 Participate in class discussion
- 4.3 Complete assignments in a workbook
- 4.4 Writing assignments
- 4.5 Oral presentations
- 4.6 Written reports

5. EVALUATION

- 5.1 Exams
- 5.2 Assignments
- 5.3 Oral presentation
- 5.4 Written report
- 5.5 Participation in class

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
- Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course