Navigator Suite

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User: Amanda Trevisanutto

Manage Your Account

Edit Resources ☐

My Curriculum

Assigned curriculum requests (44)	view
Submitted curriculum requests (0)	view
Your working folder contains:	view

 - 0 curriculum requests
 - 0 courses
 - 0 degrees
 - 0 programs

Quick Links

Manage Courses

Add New Course

Search For Course
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- Create New Version of Course
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Course Details

Generate Pdf Report

Course Details	Prerequisites	Corequisites	Exclusions	Cross Listed	Designations
Supporting Documents					

Course Status: In Workflow Request (View History)   Where Used Report
Change Type: New

Zone1: Required Information

Proposed Version

InstitutionUnit: **Lakehead University**
*

StartTerm: **Fall 2013** *

EndTerm: **No Specified End Date** * [?]

Code: **Business 1331** * [?]

Title: **Business Communications**
* ✓

AcademicLevel: **Undergraduate** *

CreditWeight: **0.5**

Zone 2: Required Information – Detailed

Proposed Version

Course Description:
This course will expose students to the writing skills necessary to be successful business managers. Topics will include the writing of memos, letters and other forms of written communication. Students will be required to demonstrate a knowledge of word processing software as a part of the course.

✓

Rationale for this proposal:
The addition of this course to first year is part of the proposed program changes to shift and add core business course content to the earlier years of the program. Previously these course requirements were introduced in the course Business 2011 Professional Orientation, developed as a half-course equivalent transition course conducted during the fall and winter terms of year two of the Administrative Studies Major. In addition, the third year course, Business 3333 would provide additional topical coverage regarding business software applications

This change reflects the content of the first year of the established Honours Bachelor of Commerce program at the Thunder Bay campus.

✓

Required or Elective: **Required** [?]

Cross List:

Offering: **3-0 or 3-0**

[?] ✓

Zone 3: Additional Information

Proposed Version

Prerequisites: | none

Corequisites: | none

Notes (Restrictions): | none

[?]

Special Topic: |

Grade Scheme: |

Zone 4: Budgetary Considerations

Proposed Version

Please Complete Each Section and Provide Explanations for Both Yes and No Answers.

Student Enrolment: | As the program gains greater acceptance due to the shift in the program's business content to the earlier years, the course enrollment should increase.

[?]

Student Enrolment Other Units: | Elimination of one half course equivalent nonbusiness from the program.

[?]

Additional Resources: | This course will require allocation of weekly computer lab resoruces for teaching purposes during the term when the course is offered.

[?]

Teaching Loads: | The teaching load for this course will require one additional HCE for the years 2013/14, 2014/15, and 2015/16. After this period of time, the teaching load can be filled from within existing full-time or part-time faculty teaching in the fourth year of the ASM which is to be terminated in 2015/16.

[?]

Teaching Support Services: | none

[?]

Outside Support: | none

[?]

Save **Back**