

FÖ18\_Bs\_78\_75085BURKE

COURSE INFORMATION :

Course #	BUS 078-FÖ8
Course Title	Business Communication
Text	Business Communication for Success FlatWorld 2016 ISBN 9781453374184
Instructor:	Michael J. Burke
Meeting Hours	T/TH 10:55 a.m.-12:20 p.m.
Room Location	CHE 130
Credit	3 units OR credit/no credit option
Office Hours	by appointment

Communication is an activity

INSTRUCTOR'S CONDITIONS OF SATISFACTION :\*

- ! ! It is expected you will be punctual
- ! ! It is expected you will participate daily
- ! ! Do not offer excuses
- ! ! Be responsible for your performance in this class
- ! ! Be respectful at all times to all people
- ! Stu











