

## Course Schedule Guide

### GBSC 1004 - Business Communications

This course introduces the fundamentals of interpersonal and group interaction including written, verbal, and non-verbal communication. We look at options in presentation preparation and delivery techniques, awareness of tone, consideration of audience, and selection of indirect and direct message organization. All final exams conducted on campus, in person.

CRN	Duration	Starts	Time	Instructor	Cost	Location
50076	12 eve Mo	Jan 08, 2024	1830-2130	David Karkut, Amanda Xue	\$430	Main Campus (Map)
50077		Jan 12, 2024	Online	David Karkut, Amanda Xue	\$430	Online
	and 1 eve Fr	Apr 05, 2024	1830-2130 Online			

**Blue box** – The unique CRN number denotes each individual course. In the example above, there are two separate course offerings of Business Communications.

**Red box** – A single course offering may have multiple rows outlining its schedule. The red box above shows a single course of online Business Communications with two rows of schedule information.

**Orange box** – “12 eve Mo” means twelve Monday evenings. “1 eve Fr” means one Friday evening.

**Yellow box** – “Online” without a time range next to it means the course is [online Asynchronous](#), which means the course does not have scheduled class time, is mostly self-paced, but has set dates for quizzes, assignments, exams, etc. “1830-2130 Online” is the final exam for the online course. However, please disregard the “online” part as all final exams are held in-person on main campus.

**Green box** – Indicates the delivery mode of the course. In-person course is noted by “Main campus”, and online course is noted by “Online”. Please note that there are two types of Online courses – Asynchronous or Synchronous.

**CRN 50077 is an Online Asynchronous Business Communications course, with in-person final exam on Friday evening, April 5<sup>th</sup>, from 18:30-21:30. CRN 50076 is an in-person Business Communications course that will run for twelve Monday evenings from 18:30-21:30 starting January 8<sup>th</sup>.**