



Course Title: Business Communications

Description:

Communicating in business and the workplace is a lifelong necessity. This 32-week course is a mix of more advanced business computer applications and business communications. The student will learn to produce clear, concise, and complete communications for the professional environment. Students will benefit from practicing oral and written business communications with an emphasis on the appropriate use of business email and formal communications. Additionally, students will study the creation and effective use of visual aids as well as develop a resume and application cover letter.

Prerequisites: Grades 10+ and adequate keyboarding skills highly recommended.

Thursdays 12:20 – 1:50 PM – Starting August 8; 32 weeks

Minimum 6 students required to start

Access to a computer with Microsoft Office for outside-class work is required

Location:

New in 2019: We have our own Bellevue Tutorial computer lab equipped with 14 laptops for in-class student use. Access to a computer with MS office applications is required for outside-class work.

Textbook: TBD

Teacher:

Michelle Bollenbach; Contact Bellevue Tutorial, 901-347-5518, tutorial@bellevue.org

Cost:

\$380 tuition (32 weeks)

No other fees

About the teacher:

Michelle is a graduate of Christian Brothers University with a BS in Marketing. She also attended the University of Memphis for her teaching certificate with endorsements in Business Education for grades 7-12 and Business Technology for grades 6-12. She has also obtained Microsoft Office Specialist industry certifications in Word 2016, Excel 2016, and PowerPoint 2016. Michelle has extensive experience teaching Accounting, Keyboarding, and Computer Applications and helping students successfully complete industry certifications for Microsoft Office. Mrs. Bollenbach has been a member of Bellevue Baptist Church 26 years and enjoys working with the KWOW ministry and performing in The Singing Christmas Tree.