

## 615-103 PSP: Business Communication

<b>Credit Points:</b>	0.000
<b>Level:</b>	Undergraduate
<b>Dates &amp; Locations:</b>	2008, This subject commences in the following study period/s: Semester 2, - Taught on campus.
<b>Time Commitment:</b>	Contact Hours: A 1-hour workshop each week for 11 weeks Total Time Commitment: Not available
<b>Prerequisites:</b>	None
<b>Corequisites:</b>	None
<b>Recommended Background Knowledge:</b>	None
<b>Non Allowed Subjects:</b>	None
<b>Core Participation Requirements:</b>	It is University policy to take all reasonable steps to minimise the impact of disability upon academic study and reasonable steps will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact upon their active and safe participation in a subject are encouraged to discuss this with the relevant subject coordinator and the Disability Liaison Unit.
<b>Coordinator:</b>	Karen Mecoles
<b>Subject Overview:</b>	<p>This is the first of the Professional Skills Program (PSP) for Information Systems subjects. It focuses on providing a range of social and commercial skills and enhancing business communication capabilities. This includes various forms of communication in a range of situations. The subject also offers the benefit of building confidence through practice.</p> <p>The program includes workshops focusing on:</p> <ul style="list-style-type: none"> <li># effective communication,</li> <li># non-verbal communication,</li> <li># negotiation,</li> <li># conflict resolution, and</li> <li># effective writing in business environments.</li> </ul>
<b>Assessment:</b>	None.
<b>Prescribed Texts:</b>	None
<b>Breadth Options:</b>	This subject is not available as a breadth subject.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Notes:</b>	<p>This subject is only available to students enrolled in an Information Systems single degree, combined degree or Diploma course.</p> <p>Students will have completed 615-101 before enrolling in this subject.</p> <p>Together with 615-203, this subject is designed to lead to the next level of the Professional Skills Program. It can be undertaken before or after 615-203.</p>