







## **VIII. Texts and Materials**

- A.** Textbook such as: Harvard Business Essentials (2003). *Business Communication: Nine Steps to Help You Engage Your Audience*. Boston, MA: Harvard University Press, or comparable text.
- B.** Journals in RVCC Library databases
- C.** Video
- D.** Web resources

Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

## **IX. Resources**

- A.** Smart classroom (Internet, DVD)
- B.** Guest speakers

## **X. Honors Option: N/A**