



## MASTER COURSE OUTLINE

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## COURSE TITLE

Business Communications

## GENERAL COURSE INFORMATION

Dept.: BUS

Course Num: 122

(Formerly: )

CIP Code: 23.9998

Intent Code: 21

Program Code: 547

Credits: 5

Total Contact Hrs Per Qtr.: 55

Lecture Hrs: 55

Lab Hrs:

Other Hrs:

Distribution Designation: General Elective (GE)

## COURSE DESCRIPTION (as it will appear in the catalog)

This course promotes the development of business communication skills which include reading, writing, listening, speaking, and interacting within groups. Special emphasis is given to the creation of day-to-day business documents.

## PREREQUISITES

BUS121 or ENGL&101

## TEXTBOOK GUIDELINES

Business Communications text as decided by BIM Faculty (Example: *Business Communications at Work, Satterwhite and Olson-Sutton*)

## COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:*

1. Write business documents with correct grammar and punctuation
2. Communicate clearly orally
3. Communicate clearly in writing

## INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will write, speak, and present information effectively by creating professional documents that would be used in an office or medical office environment

## COURSE CONTENT OUTLINE

1. Communication in the workplace
2. Business document writing techniques and approaches
3. Business reports
4. Business presentations

## DEPARTMENTAL GUIDELINES (optional)

Based on the nature of the course, students must be responsible for writing, editing, and reviewing a variety of daily business documents; researching and writing formal business reports, and preparing and giving business presentations.

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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**DIVISION CHAIR APPROVAL**

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**DATE**