

Clackamas Community College

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Section #1 General Course Information**Department:**Business & Computer Science: Business**Submitter**

First Name: Kathy

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Course Prefix and Number:BA - 205**# Credits:**4**Contact hours**

Lecture (# of hours): 44

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title:Business Communications with Technology**Course Description:**

Students practice critical skills for successful communication in a business environment by employing a structured writing process, analyzing audience needs, and identifying and using appropriate communication channels and modalities. Students also work individually to produce a PowerPoint presentation with embedded narration and as team members to manage a comprehensive project and complete a business research paper.

Type of Course:Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s):Business AAS & Certificates

Are there prerequisites to this course?

Yes

Pre-reqs:Pass WR-121 & BA-131

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:Pass RD-090 or placement in RD-115

Requirements:None

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit:Yes

When do you plan to offer this course?

- ✓ Fall
- ✓ Winter
- ✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. produce business documents designed to persuade, to inform, or to deliver negative news; these messages will address the needs of an identified audience with coherence, conciseness, completeness and appropriate tone, formatting, and mechanics;
2. create professional quality documents that demonstrate layout principles and conventions appropriate to a given form (memo, letter, email, presentation, or report), employ software tools (e.g., Microsoft Word, Excel, PowerPoint) to deliver them;
3. prepare a business report that delivers information and/or recommends action by integrating data from written and online sources and by employing formatting, graphics, and spreadsheet tables and charts that illustrate and emphasize key data;
4. develop a team contract and work plan that capitalizes on individual work styles, strengths, and values, and facilitates effective team communication and conflict management during the process of managing the team project;
5. assemble, analyze, and synthesize research and employ a medium such as PowerPoint (including templates, graphics, tables and charts) to narrate and deliver a multimedia presentation;
6. analyze audience needs to choose the most effective message timing, tone, and channel (verbal or written) and modality (e.g., face-to-face verbal, written hard copy, or any of a range of electronic forms).

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Communication Theory & Strategies.
2. Peer Editing.
3. Basic & Advanced Writing Techniques.
4. Editing in Microsoft Word.
5. Routine Letters & Memos.
6. Request & Response Letters.
7. Negative Messages.
8. Persuasive Messages.
9. Informal Reports.
10. Charting with Microsoft Excel.

11. Formal Reports.
12. Business Presentations with PowerPoint.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course:0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

:

First term to be offered:

Next available term after approval

: