

**Clackamas Community College**

## Online Course/Outline Submission System

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

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**Course Prefix and Number:** BA - 214**# Credits:** 3**Contact hours**

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

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**Course Description:**

This course focuses on the development of written communication skills in a business organization. Within communications, the interpersonal skills, in the form of both written and oral expression, are integrated to achieve individual and organizational objectives. Both informal and formal techniques are applied to a variety of business communication scenarios.

**Type of Course:** Lower Division Collegiate

Is this class challengeable?

**No**

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 & Certificate

Are there prerequisites to this course?

**No**

Are there corequisites to this course?

**No**

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

**No**

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

**No**

Will this class use library resources?

**Yes**

**Have you talked with a librarian regarding that impact?**

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**Yes**

**Area:** Communication

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

**✓ Winter**

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. define the requirements of effective communications in business situations,
2. deliver effective written and oral communications,
3. develop individual and team written assignments and present them to others,
4. complete written communication documents including letters, memos, and reports using effective writing styles;
5. prepare a business proposal/report using appropriate research and writing techniques,
6. explain and demonstrate effective interview techniques.

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***This course does not include assessable General Education outcomes.***

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**Major Topic Outline:**

1. Introduction and class information.
2. Skill assessment.
3. Teamwork and organization setting for business communication.
4. Interpersonal communications.
5. Effective use of language.
6. Techniques of style.
7. Routine & pleasant correspondence.
8. Memos.
9. Writing about the unpleasant.
10. Public speaking & oral reporting.
11. Negotiation skills.
12. Individual and group reports.
13. Writing to persuade.
14. Business research methods.
15. The job application packet.
16. Organizing and writing short reports & proposals.

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

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |

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)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> EOU (Eastern Oregon University)      | <input checked="" type="checkbox"/> PSU (Portland State University)  |
| <input checked="" type="checkbox"/> OIT (Oregon Institute of Technology) | <input checked="" type="checkbox"/> SOU (Southern Oregon University) |
| <input checked="" type="checkbox"/> OSU (Oregon State University)        | <input checked="" type="checkbox"/> UO (University of Oregon)        |
| <input checked="" type="checkbox"/> OSU-Cascade                          | <input checked="" type="checkbox"/> WOU (Western Oregon University)  |

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

How does it transfer? (Check all that apply)

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First term to be offered:

**Next available term after approval**

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