



Central
North
South
SVI

BUS131 - Integrated Communications I

Document Type: Master Course Outline Supplemental

Proposal Type: Revision

Requester(s): Rebecca Yedlin

College: South

Origination Approved: 02/11/2014 - 4:25 PM

BASIC INFORMATION

Requester(s): Rebecca Yedlin

College: South Seattle Community College

Division/Dept: Professional Technical

Dean: Duncan G Burgess

COLLEGE SUPPLEMENTAL

Proposed Quarter of Implementation:

Request Provisional Exception

Class Capacity: 35

Modes of Delivery: (Check all that apply)

Fully On Campus

Fully Online

Hybrid

Other Explanation:

Class Schedule Description:

Integrates the review and refinement of basic English grammar, punctuation and word usage skills with the composition of effective basic business letters and memos. Introduces oral communication skills essential to the successful giving and receiving of information along with cultural aspects of the communication process. For online sections students must have a valid email address and read <http://sites.southseattle.edu/online/welcome-letter>.

Student Learning Outcomes:

Communication

Read and listen actively to learn and communicate

Human Relations

Use social interactive skills to work in groups effectively

Have knowledge of the diverse cultures represented in our multicultural society

Critical Thinking and Problem-Solving

Think critically in evaluating information, solving problems, and making decisions

Technology

Select and use appropriate technological tools for academic, and career tasks

Personal Responsibility

Uphold the highest standard of academic honesty and integrity

Respect the rights of others in the classroom, online and in all other school activities

Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities

Abide by appropriate safety rules in laboratories, shops and classroom

Information Literacy

Independently access, evaluate and select information from a variety of appropriate sources

Have knowledge about legal and ethical issues related to the use of information

Use information effectively and ethically for a specific purpose

Program Outcomes:

1. Apply standard business rules in clear, concise, and effective business communications.
2. Apply mathematical skill to business and banking situations.
3. Apply computer skills to all forms of business communication including presentation materials and graphics.
4. Use office technology for inter- and intra-office communication.
5. Identify and manage tasks involved in managing meetings.
6. Demonstrate accuracy and skill in handling the telephone.
7. Demonstrate time management and organization skills.
8. Identify and use appropriate resources for problem solving.
9. Receive, interpret, and follow both written and verbal instructions.
10. Demonstrate proficiency in production of business documents.
11. Import graphics, charts, and text into business applications.
12. Demonstrate flexibility, motivation when faced with change.
13. Use the Internet for information searches.
14. Create and manage physical and electronic data systems in business applications.
15. Adapt to workplace practices and practice appropriate professional conduct.
16. Interact effectively with individuals and groups.
17. Create and present effective presentations (with and without software).
18. Interpret business data.
19. Demonstrate knowledge of laws and regulations, which affect the US workplace and work force, and an appreciation for ethics in business.
20. Understand career paths and advancement criteria typical of office occupations.
21. Create effective spreadsheets that communicate financial and other business information.
22. Work with others on larger scale projects.

Course Outcomes / Objectives:

1. Apply correct business English rules, develop clarity of thought and will use effective paragraphing techniques in the writing of simple business letters and memos.

2. Correctly use/apply basic business English grammar rules.
 3. Correctly use/apply commonly encountered punctuation rules.
 4. Correctly use commonly encountered frequently confused words.
 5. Demonstrate correct usage of specific prefix/suffix in the giving and receiving of information and directions.
 6. Practice assertiveness as it relates to achieving successful communication.
 7. Identify both verbal and nonverbal cultural aspects of the communication process.
 8. Edit and correct unclear, inaccurate communications.
 9. Demonstrate a working knowledge of basic business vocabulary and terminology
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Explain the student demand for the course and potential enrollment:

Requirement for both Accounting and BIT certificates and AAS degrees.

Explain why this course is being revised:

N/A - existing course.

What challenges, if any, do you foresee in offering this course:

None.

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Rebecca Yedlin
Print Name

Rebecca Yedlin
Signature

2/7/2014
Date

Dean:

Duncan G Burgess
Print Name

Duncan G Burgess
Signature

11/4/2013
Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval

Chairman, Curriculum Coordinating Council:

Diane Schmidt
Print Name

Diane Schmidt
Signature

2/11/2014
Date

Vice President for Instruction:

Gayla Shoemake
Print Name

Gayla Shoemake
Signature

2/11/2014
Date