



Central  
North  
South  
SVI

## BUS230 - Business Communications

Document Type: Master Course Outline

Proposal Type: Revision

Requester(s): Rebecca Yedlin

College: South

Origination Approved: 05/30/2013 - 4:41 PM

### BASIC INFORMATION

**Requester(s):** Rebecca Yedlin

**College:** South Seattle Community College

**Division/Dept:** Professional Technical

**Dean:** Duncan G Burgess

### COURSE INFORMATION

**Proposed Course Number:**

Prefix: **BUS**

Number: **230**

Request a new Prefix

This will be a common course

**Full Title:** Business Communications

**Abbreviated Title:** Business Communications

**Catalog Course Description:**

Develop effective business writing skills through preparation of letters, reports, memoranda and employment documents. Emphasizes intercultural aspects of communication. Prereq: BUS 131 or English 101 with a 2.0 or higher.

**Course Length:** 11 Weeks

Request an Exception

**Course Prerequisite(s):**

Business English (BUS 131 or equivalent) or ENGL& 101 with a 2.0 or higher. 2. Ability to word process documents and keyboard accurately at 35 wpm.

**Topical Outline:**

TOPICAL OUTLINE:

- I. Introduction to instructor, syllabus, and students
- II. Communication foundations
- III. The writing process
- IV. Letters and memos
- V. Reports and proposals
- VI. Employment communication

**COURSE CODING**

**Funding Source:** 1.....State

**Institutional Intent:** 21.....Vocational Preparatory

This Course is a requirement for the following program(s):  
(No Programs Selected)

My Course Proposal is a requirement for a program not on this list  
Program Title/Description/Notes:  
Accounting Certificate  
Business Information Technology AAS Degree

**Will this course transfer to a 4-year university?** **No**

**Is this course designed for Limited English Proficiency?** **No**

**Is this course designed for Academic Disadvantaged?** **No**

**Does this course have a Workplace Training component?** **No**

**CIP Code:** 23.9998  Request Specific CIP Code

**EPC Code:** 897  Request Specific EPC Code

**Credits:**

**Will this course be offered as Variable Credit?** No  
**No**

**List Course Contact Hours**

Lecture (11 Contact Hours : 1 Credit)	55
Lab (22 Contact Hours : 1 Credit)	0
Clinical Work (33 Contact Hours : 1 Credit)	0
Other (55 Contact Hours : 1 Credit)	0
Total Contact Hours	55
Total Credits	5

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

1/1/0001

Date

Dean:

Duncan G Burgess

Print Name

*Duncan G Burgess*

Signature

5/9/2013

Date

### Results of SSCC Curriculum Coordinating Council Findings

#### Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval
- This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

Tim Walsh (Admin)

Print Name

*Tim Walsh*

Signature

5/29/2013

Date

Vice President for Instruction:

Donna Miller-Parker

Print Name

*Donna Miller-Parker*

Signature

5/30/2013

Date