BUS230 - Business Communications

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

<table>
<thead>
<tr>
<th>Funding Source:</th>
<th>1..................State</th>
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<tr>
<td>Institutional Intent:</td>
<td>21..................Vocational Preparatory</td>
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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

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  
Rebecca Yedlin  
1/1/0001

Dean:

Duncan G Burgess  
Duncan G Burgess  
5/9/2013

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)  
Tim Walsh  
5/29/2013

Vice President for Instruction:

Donna Miller-Parker  
Donna Miller-Parker  
5/30/2013