



Faculty Name:	
Course Information:	BUSINESS COMMUNICATIONS: BUS 137
Course Section, Term and Year:	
Course Meeting Times & Location:	

Contact:

Phone Number:	
Office Location:	
Email address:	
Enter days/time you are available to meet with students.	

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end interpret the words?

Communication:

Faculty Communication with Students:

Discuss how faculty will contact students.

Student Communication with Faculty:

Discuss how students will contact faculty when they have questions or concerns.

Course Description:

BUS 137 Business Communication

3-0-3

Emphasis is on composing various types of business communications in a clear and concise manner, while maintaining the readers' goodwill. The course also includes a review of grammar and the mechanics of writing, spelling, and some public speaking. *Prerequisite: None (BTA 133 or equivalent recommended)*

Course Learning Outcomes:

1. Understand the importance of becoming an effective business communicator in today's changing workplace.
2. Understand that business writing should be audience-oriented, purposeful and economical.
3. Understand and use the written process.
4. Write different types of business correspondence such as email, memorandums, reports and various types of business letters effectively.
5. Communicate effectively in person, by phone and in meetings.
6. Make effective and professional oral presentations.

General Education Learning Outcomes:

N/A

Program Learning Outcomes:

Business Admin A.A.S.	Health Information Records Management A.A.S.	Business App Specialist Cert.
1)Students will be able to apply effective oral and written communications, quantitative reasoning, and technology competencies to real-world business scenarios.	1)Identify the knowledge and skills necessary to provide administrative assistance in an office.	1)Students will acquire and demonstrate the knowledge and skills necessary to provide administrative assistance in an office.
2)Students will be able to demonstrate critical thinking, teamwork, collaboration, problem-solving, and decision-making skills that optimize business outcomes.	2)Utilize oral and written communication skills necessary to provide administrative assistance in an office	2)Students will acquire and demonstrate the oral and written communication skills necessary to provide administrative assistance in an office.
3)Students will be able to identify how diversity and ethics impact the evolving global business environment.	3)Characterize the knowledge and skills necessary to provide specialized administrative assistance in one of the following	3)Students will acquire and demonstrate the knowledge and skills necessary to provide specialized administrative

	areas: administrative management, medical office management, medical coding, transcription, reception, or desktop publishing/multimedia.	assistance in one of the following areas: transcriptionist, receptionist, administrative support (general & medical).
4)Students will be able to demonstrate core competencies in Accounting, Marketing, Economics, Management, Business Law, Information Systems, and Business Applications. (A.A.S./A.S. Business Administration)	4)Acquire the critical thinking and problem-solving skills necessary to provide administrative assistance in an office.	4)Students will acquire and demonstrate the critical thinking and problem-solving skills necessary to provide administrative assistance in an office.
5)Students will be able to demonstrate core competencies in Accounting, Taxation, Computerized Accounting Applications and Business Law. (A.A.S. Accounting)	5)Portray important of personal characteristics and behavior on the job, when providing administrative assistance.	5)Students will demonstrate an understanding of the importance of personal characteristics and behavior on the job when providing administrative assistance.

Course Resources:

Textbook:	Enter title, edition, author, ISBN for required text.
Materials:	Enter all additional required materials and tools needed to complete course here.
Access:	List access codes needed for websites or other software. .

Course Policies:

Click here to describe how students will participate in your class. Include policies regarding missed exams, makeup exams, extra credit assignments, late assignments, missed assignments, etc.

Course Delivery:

Course Content:

Lecture Format:

Student Expectations specific to this course:

Course Outline and Schedule

Grading Method:

Click here to enter a clear explanation of how students will be evaluated, including a description of course assessments and a statement of the assessment process and measurements. Include weight/percentages for quizzes, exams, papers, projects, homework, attendance, participation, etc.

Grading Scale:

Letter	Grade Range
A	Enter range for A.
A-	Enter range for A-.
B+	Enter range for B+
B	Enter range for B.
B-	Enter range for B-
C+	Enter range for C+.
C	Enter range for C.
D	Enter range for D.
F	Enter range for F.

Earn an FMCC Micro-credential Badge:

Check this link to see if this course meets a requirement for an FM Micro-credential Badge:
<https://www.credly.com/organizations/fulton-montgomery-community-college/badges>