

**Eastern WV Community & Technical College
Master Course Record**

Course Prefix and Number: BUS 203
Course Title: Communications in Business
Recommended Transcript Title: Communications in Business
Date Approved/Revised: 11/3/06; 11/6/17
Credit Hours: 3 Contact hours per week (Based on 15 week term): Lecture: 3 Lab:
Prerequisite: None Corequisite: None Pre/Corequisite: None
Grading Mode: Letter Grade
Catalog Description: This course emphasizes the principles to be applied in composing effective business correspondence, writing business reports, making oral presentations, and conducting meetings.
Course Outcomes: <ol style="list-style-type: none"> 1. Plan and compose business messages 2. Discuss communication skills as career filters 3. Discuss electronic messages and digital media 4. Prepare reports and proposals 5. Demonstrate teamwork, meetings, and speaking skills 6. Demonstrate interviewing skills, write resume, cover letter and search for jobs
Implementation Cycle: Spring
Role in College Curriculum: (Check all that apply) <input checked="" type="checkbox"/> General Education Core: Business Management <input checked="" type="checkbox"/> Technical Core: AAS in BUS, AST, IT, and ACC. CAS in BUS <input checked="" type="checkbox"/> Restricted Elective: AAS in BUS; CAS in BUS <input checked="" type="checkbox"/> General Elective <input type="checkbox"/> Workforce Education <input type="checkbox"/> Other (Please specify)
Course Fee: None
Instructor's Qualifications: Master's degree with 18 graduate level credits in business.
Expanded Course Description: This course examines the communications for business and develops an ability to utilize various communications techniques including vocabulary and techniques of business writing, report development and presentations, resume and job search, listening, interviewing, and interpersonal and oral communications.

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information Technology, 10/30/06, 9/27/17

Course Number & Title: BUS 203 – Communications in Business

Date Prepared/Revised: 10/3/16; 9/27/17

Date Course Approved by Curriculum Committee: 11/6/17

Date Course Approved by LGE: 11/20/17

Approved Per LOT Minutes:

Dean of Teaching and Learning

Date