FLCC Course Syllabus

**General Information**

**Date**
03/27/2017

**Department**
Business

**Course Prefix:**
BUS

**Course Number:**
123

**Course Title:**
Business Communications

**Course Information**

**Credit Hours**
3

**Lecture Contact Hours**
3

**Catalog Description**
This class is designed for a student entering any part of the business world, where good communications skills are essential. It is a comprehensive introduction to theory and practice of basic business communication skills. Emphasis is placed on the process of communication and on typical forms of business communication, such as business reports, different types of business messages, including electronic messages, and employment communication.

**Prerequisites**
ENG 101

**Grading Scheme**
Letter Grade

**FLCC Values**

**College Learning Outcomes Addressed by the Course**

- Inquiry
- Interconnectedness
- Vitality
- Perseverance

**Course Learning Outcomes**
Course Learning Outcomes

1. Evaluate purpose, audience, and communication channels for a variety of business communications.
2. Analyze information and data to prepare well organized business reports.
3. Create ethical business messages adapted to different contexts, situations, and cultures.
4. Apply conventions (grammar, punctuation, paragraphing, tone, mechanics, etc.) to different writing situations.
5. Prepare an effective resume and cover letter.

Program Affiliation

This course is required as a core program course in the following program(s)

- AAS Paralegal
- Paralegal Certificate
- AAS Business Administration
- AAS Accounting
- AAS Hospitality and Tourism Management - Hotel and Resort Management Track
- Applied Computer Applications Certificate

Outline of Topics Covered

Outline of Topics Covered in Course

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