



**CURRICULUM GUIDE
2015-2016**

BUSINESS COMMUNICATION

Certificate of Accomplishment in Business Communication

Requirements for Certificate of Accomplishment:

- a) Complete satisfactorily the courses listed for the particular certificate.
- b) Complete at least 50% of the required units at Ohlone College.
- c) Maintain a 2.0 grade point average.

BUSINESS COMMUNICATION

This certificate provides students with communication skills required for careers in business.

Student Learning Outcomes

- 1. Demonstrate the ability to effectively communicate in various business communication contexts (team building, conflict management, interviews, small group communication) with diverse audiences to meet the goals of the intended communication.
- 2. Utilize theories from communication and social science to understand verbal and nonverbal communication in interpersonal, intercultural, and international contexts.
- 3. Identify, evaluate, and utilize evidence to support claims used in presentations and arguments.

SPCH-102	Small Group Communication/Critical Thinking OR	3
SPCH-104	Critical Thinking/Persuasion OR	(3)
SPCH-106	Critical Thinking/Argumentation and Debate	(3)
SPCH-103	Interpersonal Communication	3
SPCH-105	Intercultural Communication	3
SPCH/BA-115	Career Communication	3
SPCH-116	Listening Techniques	<u>1</u>
		13