



## CURRICULUM GUIDE 2019-2020

### BUSINESS COMMUNICATION

Certificate of Accomplishment in Business Communication

#### Requirements for Certificate of Accomplishment:

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

### BUSINESS COMMUNICATION

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

#### Student Learning Outcomes

- 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.
- Utilize theories from communication and social science to understand verbal and nonverbal communication in interpersonal, intercultural, and international contexts.
- Identify, evaluate, and utilize evidence to support claims used in presentations and arguments.

BA-116	Business English and Communication OR	4
BA-125	Introduction to Business	(3)
COMM-112	Small Group Communication/Critical Thinking OR	3
COMM-114	Critical Thinking/Persuasion	(3)
COMM-113	Interpersonal Communication OR	3
COMM-115	Intercultural Communication	(3)
COMM-125	Career Communication	3
COMM-126	Listening Techniques OR	1
COMM-191A1	Introductory Forensics Workshop OR	(1)
COMM-191A2	Forensics Workshop	<u>(2)</u>
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