



CURRICULUM GUIDE 2013-2014

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>
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