Bemidji State University

COMM 2100: Career and Professional Communication

A. COURSE DESCRIPTION
   Credits: 3
   Lecture Hours/Week: *.*
   Lab Hours/Week: *.*
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course emphasizes oral and written communication, as well as relational skills utilized in professional settings. Students will learn fundamental concepts and principles of communication used in the workplace, develop skills for individual and group business presentations, learn how to generate messages for a variety of diverse and professional audiences through appropriate electronic and face-to-face communication, develop critical listening and problem-solving skills, and engage in effective and ethical interpersonal communication in the workplace. This course is designed to help individuals learn how to work productively with others and present themselves professionally in any career. Liberal Education Goal Area 1.

B. COURSE EFFECTIVE DATES: 08/27/2018 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   None

D. LEARNING OUTCOMES (General)
   None

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted