

North Hennepin Community College

CIS 1260: Business Communications and Technology

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course provides students the knowledge to become successful communicators in a business environment through improving and practicing written, oral, face to face, and virtual technology based communication skills, processes, and strategies. This class will incorporate the effective use of Web-based communication, video conferencing, e-mail etiquette, presentation skills, presentation technologies, teleconferencing, and telephone usage. Students will also apply improved verbal, nonverbal, listening, writing, team, conflict, and negotiation skills in organizational situations. This course is for any student wishing to increase their business communication effectiveness in a global and technological business environment.

Recommended: Completion of ENGL 1201 College Writing I and CIS 1101 Business Computer Systems I.

B. COURSE EFFECTIVE DATES: 12/31/2013 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. This course is for any student wishing to increase their business communication effectiveness in a global and technological business environment.

This class will incorporate the effective use of Web-based communication, video conferencing, e-mail etiquette, presentation skills, presentation technologies, teleconferencing, and telephone usage. Students will also apply verbal, nonverbal, listening, writing, team, conflict, and negotiation skills in organizational situations.

D. LEARNING OUTCOMES (General)

1. Knowledge to become successful communicators in a business environment through improving and practicing written, oral, face to face, and virtual technology based communication skills, processes, and strategies. (NHCC ELO 1)
2. Think globally, work collaboratively in teams, apply knowledge and use hands-on real business scenarios (NHCC ELO 2).
3. Utilize technology to effectively and ethically demonstrate business communication processes (NHCC ELO 3).
4. Integrate technology throughout the business communication process (NHCCELO 4).

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement including: Civic knowledge and involvement; campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning .
4. Integrative and Applied Learning including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community