

# BUS 231 - PROFESSIONAL COMMUNICATIONS

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## Course Description

Communicating professionally is a critical skill in today's world. This course is designed to help students understand communication theory and its application in their professional lives. Students will develop effective writing skills by analyzing complex issues, organizing thoughts logically, and communicating those ideas concisely—in verbal and written form. Students will also practice effective listening skills, understand the components of a successful job search, and use teamwork skills in solving communication problems. Group 2 course.

## Credit Hours

3

## Contact Hours

3

## Lecture Hours

3

## Recommended Prerequisites or Skills Competencies

CIT 100, ENG 111 minimum placement

## General Education Outcomes supported by this course

Communications - Direct

## Other college designations supported by this course

Infused: Writing Intensive

## Course Learning Outcomes

### Knowledge:

- Choose theories surrounding professional communication.

### Application:

- Adapt their group communication skills through participation in groups.

### Integration:

- Incorporate business writing in a variety of professional communication contexts.

### Human Dimension:

- Reflect and communicate about the importance of professionalism and communication.

### Caring - Civic Learning:

- Recognize the importance of being respectful and ethical.

### Learning How to Learn:

- Construct and reflect upon their self-understanding surrounding their (verbal and nonverbal) professional communication skills.