ADMS1116 - Business Communications I

Credits:	3 (2/1/0)
Description:	This course prepares students for oral, written and non-verbal business communication skills and competencies required within the workplace. Students will apply proper business formats in memos, letters and other business documents using the direct, indirect and persuasive approaches in both formal business and social business style formats. The principles of grammar, punctuation, spelling and word usage will be applied and developed to gain a greater mastery to impart information professionally while matching style and tone in business writing. Other topics may include strategies for internal and external communication situations, audience analysis and communication through technology individually or within teams.
Prerequisites:	• C or higher in one of the following: ENGL0096, ENGL0097, ELL1080, or ENGL0098 OR • Placement by assessment into ENGL1101
Corequisites:	
Pre/Corequisites*:	
Competencies:	1. Apply the elements of communication skills such as reading, listening, speaking, writing and non-verbal communications for the business environment. 2. Demonstrate the essentials of cross-cultural communications in business writing. 3. Compose business documents applying various formatting styles and approaches for internal and external communications. 4. Apply proper writing mechanics when composing business documents. 5. Demonstrate correct style and tone when composing business documents to impart information effectively. 6. Apply the six Cs of communications - clear, complete, concise, consistent, correct and courteous - to make written communication coherent and easy to follow. 7. Demonstrate professional ethics, business etiquette and confidentiality within business writing. 8. Develop skill when revising, editing and proofreading business documents for mechanical and content errors. 9. Apply strategies to communicate efficiently, effectively, productively and ethically when using technology.
MnTC goal areas:	None

**Can be taking as a Prerequisite or Corequisite.*

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