HIGHLAND COMMUNITY COLLEGE

Syllabus

BUS 213 Business Communications
3 Credit Hours (Lecture)
Prerequisites: ENG 101 College English or equivalent
C & I Revision: 9/12/25

Department:

Business

Course Description:

This course is designed to prepare business students to communicate more effectively, emphasizing communication through letters and written reports. Preparation of oral communication, in conjunction with presentation of oral reports, and job employment documents will also be taught.

Course Competencies:

The learning outcomes and competencies detailed in this syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups for this course as approved by the Kansas Board of Regents, Fall 2023. (**Kansas Regents Shared Number Course and Title: KRSN BUS1040 Business Communications.)**

Upon completion of the course, the student should be able to:

1. Analyze the audience to create messages to meet business communication and information needs in a variety of situations.
2. Demonstrate care, courtesy, and convention in professional messages.
3. Clearly organize information to allow an audience to quickly process the message.
4. Construct concise and comprehensive messages.
5. Locate, interpret, and present credible and relevant evidence from reliable sources.

Course Content:

A. Workplace Communication Today
B. The Business Writing Process
C. Workplace Messages
D. Business Reports
E. Professionalism And Team, Meeting, And Presentation Skills
F. Employment Communication

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Learning Assessments:

This course is accessed by professional letter writing, editing and critiquing assignments, oral presentations, employment portfolio development, mock interviews, projects, team activities, and interpretations of materials.

Instructional Materials:

Textbook: Guffey, Mary Ellen and Loewy, Dana. (2019) *Essentials of Business Communications,* 11th Edition, Cengage Learning, ISBN: 978-1337386494 or eISBN: 978-1337670791.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged. In order to begin the process all students must complete the "Disabilities Self-Identification Form" on our Disability Services website.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an online report about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details

such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our Equity Grievance Policy.