

Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703-4018

Master Syllabus

Course Number: BUS 129
Course Name: Oral Communications in Business
Credits: 3
Contact Hours: 3 lecture

Course Description: This course is designed to provide students with communication skills to be used in the business world. The kind of results achieved in this course include work relationships that run smoothly; effective communication in demanding situations, such as hiring, firing, and business meetings; and an enhanced ability to speak up effectively when situations demand it. These goals will be accomplished with interactive learning on the part of the students.

Prerequisites: None

Textbook: <http://bookstore.wdt.edu>

Student Learning Outcomes:

- Create effective business presentations
- Deliver effective business presentations

Assessment: Through the Student Learning Outcomes, the following core abilities will be assessed: communication skills, technology skills, teamwork techniques, and employability.

ADA Accommodations: Students Rights to Assistance or Accommodations: Western Dakota Technical Institute (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Student Success Director who serves as the disability coordinator as early as possible in the semester.

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