

CATALOG INFORMATION

Dept and Nbr: BMG 52

Title: WRT COMMUNIC IN ORG

Full Title: Written Communication in Organizations

Last Reviewed: 2/13/2023

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 3.00 | Lecture Scheduled     | 3.00 | 17.5         | Lecture Scheduled  | 52.50 |
| Minimum | 3.00 | Lab Scheduled         | 0    | 6            | Lab Scheduled      | 0     |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | Contact Total         | 3.00 |              | Contact Total      | 52.50 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**  
Writing for effective communication in organizations with an emphasis on letters, memos, reports, and the employment package. Development of decision making skills needed to write clear, well organized correspondence.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Course Eligibility for ENGL 100A

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Effective written communication is increasingly important in today's organizational environment. Learn to present your ideas clearly through memos, letters reports, & to market them through the job search process. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended: Course Eligibility for ENGL 100A  
Limits on Enrollment:

Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                   |                      |            |           |
|-------------------|----------------------|------------|-----------|
| <b>AS Degree:</b> | <b>Area</b>          | Effective: | Inactive: |
| <b>CSU GE:</b>    | <b>Transfer Area</b> | Effective: | Inactive: |

|               |                      |            |           |
|---------------|----------------------|------------|-----------|
| <b>IGETC:</b> | <b>Transfer Area</b> | Effective: | Inactive: |
|---------------|----------------------|------------|-----------|

|                      |              |            |           |           |
|----------------------|--------------|------------|-----------|-----------|
| <b>CSU Transfer:</b> | Transferable | Effective: | Fall 1981 | Inactive: |
|----------------------|--------------|------------|-----------|-----------|

|                     |            |           |
|---------------------|------------|-----------|
| <b>UC Transfer:</b> | Effective: | Inactive: |
|---------------------|------------|-----------|

**CID:**  
CID Descriptor: BUS 115      Business Communication  
SRJC Equivalent Course(s):      BMG52

**Certificate/Major Applicable:**  
Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

The students will learn to:

1. Compose letters and memos using appropriate correspondence formulas.
2. Compose short reports and/or proposals.
3. Develop decision making skills through case studies.
4. Review drafts of written correspondence as appropriate in a supervisory setting.
5. Prepare written materials for the job search process.

### **Topics and Scope:**

Reading and written assignments in the following areas:

1. Customer relations.
2. Fact sheet and employment applications.
3. Resume writing.
4. Letter of application.
5. Claim/complaint letter.
6. Responses to claim letters.
7. Change of policy memo.
8. Response memos (affirmation and denial).
9. Proposals.

### **Assignment:**

Assignments are written responses to case studies which are representative of those found in organizational management positions. Students are evaluated on correct business format, content, completeness, logical sequence, sentence structure, spelling and punctuation.

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework

Writing  
80 - 85%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Field work, Lab reports, Quizzes

Problem solving  
5 - 10%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams

Skill Demonstrations  
5 - 10%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

## Representative Textbooks and Materials:

BUSINESS WRITING, PROCESS AND FORM by Battinger.  
SUCCESSFUL WRITING AT WORK by Kolin.