

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title	BUSINESS COMMUNICATIONS		
SDPTE Course ID	BE 0175	IBED	IBED 12009

A course designed to provide essential skills and knowledge required in workplace and business settings. The course content addresses written and oral communication and competencies that include writing, speaking, listening, and interpreting. Technology is applied as an integral aspect of business communication.

Term	Semester/Trimester/Year	Preq	None
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Notes:

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

- Comm_1.1 Through vocal expression, communicate in a clear, courteous, concise, and correct manner on personal and professional levels.
- Comm_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.
- Comm_1.4 Students will demonstrate active listening skills.

Communications Comm_2: Demonstrate Knowledge of Social Communications

- Comm_2.1 Demonstrate the development of a positive self-concept through personal appearance and interaction with others.
- Comm_2.2 Apply basic social communication skills in personal and professional situations.

Communications Comm_3: Demonstrate Knowledge of Technological Communications

- Comm_3.1 Use technology to enhance the effectiveness of communications.

Communications Comm_5: Demonstrate Knowledge of Organizational Communications

- Comm_5.2 Incorporate appropriate standards of personal ethics to communicate effectively with various business constituencies.
- Comm_5.5 Incorporate standards of personal ethics to communicate effectively with various business constituencies.

Information Systems IS_1: Demonstrate Knowledge of the Foundations of Information Systems

- IS_1.3 Identify the need for applications of technology in business, industry, society and on a global scale.

Information Systems IS_2: Demonstrate Knowledge of Industry Standard Software Applications

- IS_2.1 Select and apply word processing software.

Information Systems IS_3: Demonstrate Knowledge of Common Applications of Information Systems

- IS_3.1 Identify, select, evaluate, and use application software.

Information Systems IS_5: Demonstrate Knowledge of Communications Systems and Networking

- IS_5.1 Use, select, and evaluate communications and networking systems software and hardware to include hubs, switches and routers.