COMS 330: Effective Business Communication
Credit hours: 3

Catalog description
The purpose of this course is to develop the student's written, spoken, and electronically mediated business communication skills to prepare to enter a career field. Focus is placed on job search preparation including the development of cover letters, resumes, online applications, and interviewing skills. Students are also engaged with business communication by expanding their current writing skills to meet the needs of a business, exposure to common business writing situations, and developing professional presentations.

Rationale
Our COMS 330: Effective Business Communication course is well suited to fulfill the new BGS career requirement due to our disciplinary expertise in communication, focus on workforce entry, and curricular flexibility allowing students to tailor assignments to their major areas of study and desired career paths. The design of COMS 330 facilitate the following course objectives: o Understand and apply business communication standards and norms in both writing and speaking o Apply and demonstrate strategic choices that address communication purpose and audience o Create professional communication to effectively inform and persuade o Create messages that reflect consideration of the ethical implications of communication o Analyze common business scenarios to... -understand the dynamic interests of various stakeholders -consider the complexity of business decisions We achieve these objectives via in-class and experiential learning opportunities. Course assignments require student to practice skills and develop a level of competency related to e-mail/memo writing, resume and cover letter development, informational and persuasive presentations, primary and secondary corporate research, business etiquette, interview portfolio development, job interviewing, informational interviewing, networking, and small group collaboration. Collectively the course design fulfills the college’s need to facilitate preparation for entry into the workforce. Instructors of COMS 330 aim to help students develop into professional, ethical, and effective employees who better understand the importance and consequences of communication and social interaction in work life. The students who currently enroll in COMS 330 come from a wide variety of majors across campus. In fact this semester we have the following majors represented in our enrollment: atmospheric science, communication studies, pre-sport science, community health, strategic communication, pre-journalism, pre-business, African & African-American studies, East Asian languages, finance, marketing, mathematics, news & information, pre-communication studies, pre-education elementary, pre-law, social work, and sports management among others. Given the diversity of majors continually enrolled in COMS 330, we make assignments adaptable to the students’ individual career interests. Given the content, structure, expertise, and flexibility of this course we strongly believe it could fulfill the College of Liberal Arts and Sciences’ need for the career preparation requirement. COMS 330 builds basic knowledge and skills in career preparation, entry, and development. Our students select internship and/or junior-level career opportunities, prepare to apply for those positions by researching, developing written materials, and participating in mock interviews. In fact, the instructors of COMS 330 have partnered with the University Career Center each semester to facilitate mock interview workshops, resume coaching, and cover letter preparation. Finally, we facilitate the development of communication competency that teach students about oral and written communication, professional nonverbal behavior, interpersonal skills, professionalism, responsibility, and ethics. Please see the enclosed sample syllabus from one of our instructors teaching the course this semester. We would be happy to answer any further questions you have about this course’s capacity to meet the career preparation requirements for undergraduate study
COMS 342: Problem Solving in Teams and Groups
Credit hours: 3

Catalog description
COMS 342 (Problem Solving in Teams and Groups): This course introduces basic concepts important to leading and/or participating in problem-solving work teams. Problem identification and analysis and leadership are emphasized and practiced. Teamwork variables are discussed and promoted. Lecture, demonstrations, exercises in class are structure for students to analyze groups outside of class.

Rationale
COMS 342 provides students with multiple opportunities to work in teams and groups; skills that are essential for career preparation, entry, and development. Working in teams and groups, as well as formulating connections with organizations outside of the university, are essential for students to succeed in COMS 342. Moreover, these skills are also necessary for students once they leave the university and begin careers in organizations. More and more, organizations require that individuals work in close proximity with other individuals. COMS 342 helps to prepare students for these types of requirements. In addition, many sections of COMS 342 also offer a service-learning component, wherein students work with an organization outside of KU to help them with a social justice issue or concern. For example, over the past couple of years, students enrolled in COMS 342 have worked with the local rape crisis center in Lawrence, the local domestic violence center, and Big Brothers and Big Sisters, to name a few. Students who take this class learn how to productively work in teams and to effectively build relationships both within, and outside of, the classroom environment.