Business Communication

**BCOM 3100** Professional Development (1 semester credit hour) This course is required for all students majoring in Business Administration in the Naveen Jindal School of Management. This course is designed to enhance the student's experience in the Naveen Jindal School of Management. Students will work on networking skills, verbal and written communication skills, business etiquette training, and learn how to increase their human capital. Students will also work on projects geared towards career management and overall professional development as a business major. The goal of this class is to make the student a more marketable and valuable professional to the global economy. Credit cannot be received for more than one of the following: **ACCT 3100, BA 3100, BCOM 3100, FIN 3100, HMG 3100, IMS 3100, ITSS 3100, MKT 3100** or **OPRE 3100**. (1-0) S

**BCOM 3310** Business Communication (3 semester credit hours) Introduction to various types of professional communication, with an emphasis on business writing. Students will gain experience writing and revising business email, letters, proposals, and job search documents. Students will work both individually and in teams and will exit the course with a clear understanding of the centrality of communication in business. Not eligible for audit. This course does not fulfill the university communications core requirement. Credit cannot be received for both courses, **BCOM 3310** and **BCOM 3311**. Prerequisites: **RHET 1302** and (**ACCT 3100 or BA 3100 or BCOM 3100 or FIN 3100 or HMG 3100 or IMS 3100 or MKT 3100 or ITSS 3100 or OPRE 3100**). (3-0) S

**BCOM 3320** Business Communication, Practices, and Culture: Spain and Latin America (3 semester credit hours) This course prepares students to maneuver the business environment in Spain and Latin America with a focus on technical communications, business practices, and the culture of business. Basic language skills are necessary to be able to more fully appreciate the business nuances involved in international business. Prerequisites: **SPAN 1311** and **SPAN 1312** or equivalent. (3-0) Y

**BCOM 3321** Business Communication, Practices, and Culture: China (3 semester credit hours) This course prepares students to maneuver the business environment in China with a focus on technical communications, business practices, and the culture of business. Basic language skills are necessary to be able to more fully appreciate the business nuances involved in international business. Prerequisites: **CHIN 1311** and **CHIN 1312** or equivalent. (3-0) Y

**BCOM 3322** Business Communication, Practices, and Culture: Japan (3 semester credit hours) This course prepares students to maneuvers the business environment in Japan with a focus on technical communications, business practices, and the culture of business. Basic language skills are necessary to be able to more fully appreciate the business nuances involved in international business. Prerequisites: **JAPN 1311** and **JAPN 1312** or equivalent. (3-0) Y

**BCOM 3323** Business Communication, Practices, and Culture: Germany (3 semester credit hours) This course prepares students to maneuver the business environment in Germany with a focus on technical communications, business practices, and the culture of business. Basic language skills are necessary to be able to more fully appreciate the business nuances involved in international business. Prerequisites: **GERM 1311** and **GERM 1312** or equivalent. (3-0) Y
**BCOM 4310** Strategic Business Communications (3 semester credit hours) This course is designed to increase a student's understanding of strategic communication management. Students will learn how all aspects of communication can significantly impact the success of a business. The coursework will explore existing theory, research and the practice of organizational communications through case analysis. Students will discover the pervasiveness of communications in all aspects of organizational life, learning how communication and decision-making problems are solved. Working in groups, students will evaluate the strengths and weaknesses of communication in an organizational setting through group study, presentations and written individual reports. Prerequisite: *BCOM 3310* or equivalent. (3-0) R

**BCOM 4350** Advanced Business Communication (3 semester credit hours) This course builds on *BCOM 3310* by helping students work towards mastery of three critical communication competencies: business speaking, professional use of social media/technology in/for work, and the development of a professional online presence. Students will gain experience engaging in many different kinds of oral communication for business, both individually and in teams. Prerequisites: (*BCOM 3310* or equivalent) and (*MATH 1326* or *MATH 2414* or *MATH 2419*). (3-0) Y