



Discipline: Business
Date Submitted: March 29, 2021

**Cerritos College
 ARTICULATION AGREEMENT**

<p>Cerritos College Course: BA 156 - Motivational Presentation Skills for Managers (3 units)</p> <p>Cerritos College 11110 Alondra Blvd. Norwalk, CA 90650</p>	<p>High School Course: Advanced Business Essentials</p> <p>Artesia High School 12108 Del Amo Blvd. Lakewood, CA 90715</p>
<p>General Course Description: This course is designed to teach managers how to communicate the values, mission, and goals of the organization to create an environment that encourages motivation on the part of employees. Students learn motivational techniques and presentation skills required to be an effective business leader. Topics also include handling conflict, managing changes, and dealing effectively with stress. Emphasis is on the communication process of developing presentation materials, planning presentations, and using the latest communication technology with which to deliver professional, compelling presentations.</p>	
<p>College Prerequisite(s): none</p>	<p>HS Prerequisite(s): Business Essentials</p>
<p>Advisories/Recommendations: none</p>	
<p>Course Content:</p> <ol style="list-style-type: none"> 1. Communicating in Business 2. Writing in Business 3. Written Communication 4. Effective Business Writing 5. Research 6. Visual Media 7. Reports 8. Public Speaking 9. Developing and Delivering Business Presentations 10. Communicating Through Technology 11. Social Media 12. Communicating Different Messages 13. Collaboration in and Across Teams 14. Social Diversity in the Workplace 15. Finding a Job 16. Recruiting and Selecting New Employees 	

Competencies and Skill Requirements.

At the conclusion of this course, the student should be able to:

1. Use current technology (e.g. Internet) to research information, integrate data, and compose specialized documents used by management for decision making and problem solving.
2. Use software tools (e.g. Microsoft Word, Excel, and PowerPoint) to produce, edit, and revise professional quality business communications (e.g., letters, memos, presentations, and emails) that address a variety of business situations.
3. Differentiate the purpose for various communication channels, identify the components of the communication process, and explain the associated barriers to effective listening.
4. Prepare a business report that integrates data from multiple sources and tools to illustrate and emphasize key information.
5. Create and deliver virtual presentations using technology and visual support tools and material.

Measurement Methods:

1. Quizzes
2. Exams
3. Homework assignments

Textbooks or Other Support Materials:

eBook – Business Communication ISBN # 978-1-64087-228-8



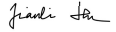
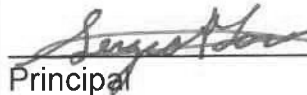
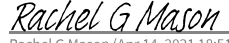


Procedures for Course Articulation:

Cerritos College credit for the articulated course listed above may be received when the following criteria are met:

1. The student has completed the articulated course listed above, Advanced Business Essentials, with a "B" grade or higher.
2. The student must enroll at Cerritos College within two (2) years from the semester date in which the course was completed.
3. The student will complete and submit the Cerritos College Credit by Exam Form to the Office of Educational Partnerships & Programs.
4. No more than 15 units of credit may be accepted for credit by examination.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30 days written notice.

High School/ROP District Signatures**Cerritos College Signatures**

		3/31/2021		Apr 14, 2021
Faculty/Department Chair		Date	Instructor/Division Chair	Date
		3/30/2021		Apr 14, 2021
Principal		Date	Dean of Instruction	Date
		4-1-21		Apr 14, 2021
Superintendent		Date	Vice President	Date












Artesia Articulation Agreement - BA 156 Signed

Final Audit Report

2021-04-15

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By:	Christina Mulcahy (cmulcahy@Cerritos.edu)
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