

Illinois Board of Examiners – Integration Template

Applicable Courses	Credit Hours	Business Ethics 3 SCH	Business Com 2 SCH	Res and Anal in Acct 2 SCH	Total Hours/SCH Integrated	Balance Hours/SCH in ACC Classes
		Stand-Alone 3 SCH Business Course	Stand-Alone 3 SCH Business Course	Stand-Alone 2, one hour courses		
ACC299 Special Topics in Accounting – Tax Research	1 SCH			1 SCH		
ACC299 Special Topics in Accounting – Financial Accounting Research	1 SCH			1SCH		
BUS237 Managerial Communications*	3 SCH		3 SCH			
Business Ethics	3 SCH	3 SCH				

* Course Description (due to the fact that the course name does not include the words “Business Communication”

This course will guide students in developing the communication skills needed to be successful as a manager. The course is organized in a workshop format, in which students develop, refine and practice communication skills used by successful managers. The course includes a focus on both oral and written skills used in business at a management level. The content of the course will also include a focus on organization, non-verbal (both delivery and listening) and presentation skills. At the conclusion of the course, students will be able to prepare written business documents such as proposals, memos, and emails; organize and conduct meetings and write meeting minutes; and make formal and informal business presentations. Students will have developed communication skills that effectively inform and persuade their audience in addition to enhancing their credibility as managers.

We do have another course, called “Business Communications,” AOS111, with the following course description:

A course designed to improve communication skills and prepare a student for success in a team environment. Students will learn how to write clearly and concisely. Topics include a review of punctuation, document formatting, and techniques in composing effective business letters, memoranda, electronic messages, reports, employment letters, and resumes.