



Syllabus



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COM-325: Communication in Business

Course Description

- During this course students will develop communication process skills using conventional and social communication technology. Students will illustrate active listening skills to increase their communication effectiveness in business dealings. In addition, students will develop a systematic, written, and spoken communication plan to successfully convey ideas to diverse audiences. All work will be done from a biblical perspective.

Credit Hours: 3

Prerequisite Courses: None

Course Outcomes

Upon completion of this course, you should be able to:

1. Develop communication process skills for critical thinking, problem solving, and decision making.
2. Model effective use of conventional and social communication technology.
3. Identify active listening techniques and their effectiveness in business communication.
4. Develop written and spoken business communications skills and a systematic plan to convey ideas to diverse audiences.
5. Evaluate business communication using a biblical perspective.

Course Textbook

Note: This course utilizes Online Educational Resources that are displayed in Student Resources within each workshop (or module). OER is a free resource. No textbook needs to be purchased in this course.

Business communication for success. (2015). University of Minnesota Libraries Publishing.
<https://open.umn.edu/opentextbooks/textbooks/business-communication-for-success>

Grading Scale

Grade	Quality Points Per Credit	Percentage	Score
A	4.0	95% - 100%	950 - 1,000
A-	3.7	92% - 94.9%	920 - 949
B+	3.3	89% - 91.9%	890 - 919
B	3.0	85% - 88.9%	850 - 889
B-	2.7	82% - 84.9%	820 - 849
C+	2.3	79% - 81.9%	790 - 819
C	2.0	75% - 78.9%	750 - 789
C-	1.7	72% - 74.9%	720 - 749
D+	1.3	69% - 71.9%	690 - 719
D	1.0	65% - 68.9%	650 - 689
F	.0	0% - 64.9%	0 - 649

Grading Policies

The grading policy for your course is dependent on your school/program and can be found in the [IWU Catalog](#).

Letter Grade Equivalencies

Grade	Description of Work
A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve

	for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
D	Quality and quantity of work is below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.
F	Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work.

Course Summary

	Assignment*	Quiz*	Total Points
Workshop One	1/100	2/100	200
Workshop Two	1/100	1/50	150
Workshop Three	1/100	1/50	150
Workshop Four	2/200	1/50	250
Workshop Five	2/200	1/50	250
Course Totals	7/700	6/300	1,000

* Number of Activities/Sum Point Totals

Course Assignments

Workshop One Outline

Title	Due Dates	Time	Points
1.1 Devotional: Better Communication	Due by the end of the first day of the workshop.	1 hour	0
1.2 Quiz: Dimensions of Communication	Due by the end of the workshop.	6 hours	50
1.3 Quiz: Skills and Forms of Communication	Due by the end of the workshop.	6 hours	50
1.4 Assignment: Pre-Planning Outline of Communication	Due by the end of the workshop.	8 hours	100
Totals		21 hours*	200

Workshop Two Outline

Title	Due Dates	Time	Points
2.1 Devotional: Different but Loved the Same	Due by the end of the first day of the workshop.	1 hour	0
2.2 Quiz: Messages in Communication	Due by the end of the workshop.	6 hours	50
2.3 Assignment: Infographic for Visual Communication	Due by the end of the workshop.	8 hours	100
Totals		15 hours*	150

Workshop Three Outline

Title	Due Dates	Time	Points
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3.1 Devotional: Living with Confidence	Due by the end of the first day of the workshop.	1 hour	0
3.2 Quiz: Feedback Communication	Due by the end of the workshop.	6 hours	50
3.3 Assignment: "Save the Date" Email	Due by the end of the workshop.	8 hours	100
Totals		15 hours*	150

Workshop Four Outline

Title	Due Dates	Time	Points
4.1 Devotional: A Matter of Trust	Due by the end of the first day of the workshop.	1 hour	0
4.2 Quiz: Biblically Speaking in Communication and Ethics	Due by the end of the workshop.	6 hours	50
4.3 Assignment: Inspirational Reflection	Due by the end of the workshop.	6 hours	100
4.4 Assignment: Post Meeting Survey Questions	Due by the end of the workshop.	5 hours	100
Totals		18 hours*	250

Workshop Five Outline

Title	Due Dates	Time	Points
5.1 Devotional: Less Sound, More Substance	Due by the end of the first day of the workshop.	1 hour	0
5.2 Quiz: Business	Due by the end of the		

Presentations and Communication	Due by the end of the workshop.	6 hours	50
5.3 Assignment: Virtual Annual Meeting Presentation	Due by the end of the workshop.	7 hours	100
5.4 Assignment: Virtual Annual Meeting Oral Presentation	Due by the end of the workshop.	7 hours	100
End of Course Survey	Due by the end of the workshop.	0 hours	10 Extra Credit
Totals		21 hours*	250

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Task: View this topic