

Business Communications

(BCOM-041-Too2)

Syllabus

What You Should Already Know

There are no prerequisites for this course, although you should have an understanding of English grammar and usage.

Course Learning Outcomes

- Define communication and demonstrate good communication practices.
- Determine appropriate communication strategies based on audience and purpose.
- Create written communications for the workplace.
- Demonstrate proficiency in grammar and usage.
- Demonstrate good reading strategies for comprehension of written materials.
- Demonstrate active listening strategies for person-to-person communication.
- Organize formal and informal written communication and effectively deliver a presentation.
- Apply social interaction strategies in the workplace.
- Apply appropriate strategies for writing well-written resumes, cover letters, and other job-search aids.

Course Materials

This course contains all of the content you will need to successfully complete the course. You will need a webcam to meet with your instructor online for some assignments.

Other Resources

There is a course discussion board at the end of the course, as well as a course wiki. The discussion board is designed for students to connect, discuss course-related matters, and share ideas with each other. The wiki is designed for the instructor to post information that may provide enrichment or relevant information for the course to the students.

Assignments

You will complete these assignments during the course.

Each unit has a quiz consisting of multiple-choice and true/false questions. These assignments count toward your grade.

Select units also have an instructor-graded assignment in which you will apply principles from the lessons for work to be submitted to your instructor for grading. You will meet with your instructor online for some of these assignments.

The Self Checks that follow each lesson are for your benefit and should not be submitted. They help you assess your understanding of the concept taught in the previous lesson. The questions on the Self Check come from a pool of questions that might also appear on the unit quiz and the final exam. So while the Self Check activities are ungraded; you will want to review each one carefully before moving on.

You will complete two computer-graded review assignments, one Midcourse Review and one End-of-Course Review. These reviews do count toward your grade. These reviews are to assess your understanding of the material learned previously in the course and prepare you for the final exam.

Exams

You will complete one proctored final exam for this course. The final exam has around fifty questions with approximately six questions from each unit. The best way to study for the final is to review the Self Check and unit-quiz questions from each unit. See the Exam Preparation page for more details.

Grading

Your grade in this course will be based on these assignments and exams:

Assignment or Exam	Grading	Percent of Total Grade
9 Unit Quizzes and 2 Review Quizzes	Computer	35%
5 Instructor-Graded Assignments	Instructor	35%
1 Proctored Final Exam*	Computer	30%

* You must pass the final exam with at least a 60% to earn credit for the course.

Grade Scale

Your letter grade is calculated according to these percentages.

A	100% – 94%
A–	93% – 90%
B+	89% – 86%
B	85% – 83%

B-	82% – 80%
C+	79% – 76%
C	75% – 73%
C-	72% – 70%
D+	69% – 66%
D	65% – 63%
D-	62% – 60%
E (fail)	59% – 0%