

# Syllabus for UWXEN210

## Business Communication

---

**NOTE:** This syllabus document contains the basic information of this course. The most current syllabus is available in the full course.

### Course Description

This course teaches students to effectively communicate in a variety of business settings. Students write messages, reports, proposals, and other professional documents. Students also plan and present an oral report.

### Prerequisite(s)

None

### Course Outcomes

Upon completing this course, you will be able to do the following:

- Differentiate between a variety of business communications.
- Recognize the unique format and design of professional communication.
- Adapt communication strategies to successfully design a variety of written artifacts.
- Investigate ethical principles associated with communicating effectively and professionally in the workplace.
- Apply the principles of audience analysis to the planning and writing of a variety of business communications.
- Write effectively for different audiences, purposes, and business contexts; paying close attention to organization, development, supporting evidence, tone, word choice, and correctness.
- Revise their writing based on feedback.
- Apply basic principles of visual communication and page layout to produce "user-friendly" documents, both in print and on-line
- Develop communication skills for connecting and collaborating with the general public
- Develop a technical document that uses primary and secondary sources.
- Present a technical document.

## Course Requirements/Components

Assignment	Points
Discussions: 3 @ 8 points each	24
Quizzes: 9 @ 10 points each	90
Assignments: 33 @ 4-28 points each	386
<b>Total Points</b>	<b>500</b>

## Grading

The following grading scale will be used to evaluate all course requirements and to determine your final grade:

Grade	Percentage Range
A	94% - 100%
A-	91% - 93%
B+	87% - 90%
B	81% - 86%
B-	78% - 80%
C+	75% - 77%
C	70% - 74%
D	60% - 64%
F	<60%