

ADMG 385 – Business Communication and Report Writing General Course Syllabus



Department of Information Technology and Administrative Management



This course provides students with an overview of the employee training and development process--a key component to employee success. Development and delivery of a training program will be the outcome of this course.

Prerequisites: English 102 or equivalent, and Junior standing Credits: 5

Students must have effective communication skills for success in both their personal and professional lives. Business Communication is designed to develop skills in written and verbal communication so that students can become effective and efficient communicators.



Students will be able to . . .

Compose effective business correspondence.

Employ letter and memoranda formats in business communication.

Appraise emerging technologies in business communication.

Assessments

At least two each of pleasant, unpleasant, and persuasive pieces of correspondence.

Appropriately formatted letters and memoranda.

Apply technologies to include (but not limited to) e-mail and the Internet.

Construct an effective resume, application letter, and follow-up letter.

At least one resume and one application letter.

Compose a research-based business report.

At least one business report that meets course criteria.

Demonstrate interpersonal and group communication skills.

Demonstrate appropriate values and attitudes while participating in learning activities.

Apply proper grammar, spelling, word use, and punctuation in business communication.

Documents include proper use of grammar, spelling, word use, and punctuation.

Specific course faculty and materials will vary by quarter. Current information can be found on my.cwu.edu.

ITAM classes are often offered in online, hybrid or traditional formats. Visit my.cwu.edu for more details or contact our office at ITAMInfo@cwu.edu.



University Policy on Academic Integrity

Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others.

Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term "academic dishonesty" in all its forms including, but not limited to:

- cheating on tests;

University Policy on Special Needs

If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a Student Disability Statement and to develop an Accommodation Plan.

Course requirements will not be waived but reasonable accommodations will be developed to help you meet the requirements. You are expected to work with the instructor and the CWU Disability Support Specialist to develop and implement a reasonable Accommodation Plan. For more information please visit: www.cwu.edu/disability-support/

- copying from another student's test paper;
- using materials during a test not authorized by the person giving the test;
- collaboration with any other person during a test without authority;
- knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test; bribing any other person to obtain an un-administered test or information about an un-administered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism" which shall mean the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit;
- "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

Canvas TurnItIn

The TurnItIn feature of Canvas helps students learn to use sources and citations appropriately. TurnItIn matches the material in student papers against material on the Internet and in our database of CWU papers. Representing the words or ideas of someone else as your own is a violation of the CWU Student Conduct Code and a serious infraction in this course. If you have questions about appropriate ways to include the words or ideas of other people in your papers, contact the instructor. Papers submitted to TurnItIn are added to the database of papers. Your instructor has the option of what papers and assignments may be submitted and/or randomly submitted to TurnItIn.

University Writing Center

Central Washington University is a community of scholars and writers who are supported by the University Writing Center. Peer consultants guide students of all disciplines and all levels toward communication that will be effective in a global and diverse environment. Visit: www.cwu.edu/learning-commons/university-writing-center for more information.

We are here to help!

Call: 509.963.2611

Email: ITAMInfo@cwu.edu

Explore: www.cwu.edu/it-management

Visit: ITAM Main Office, Shaw Smyser 223, Central Washington University, Ellensburg WA 98926



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