



XBCOM/275 BUSINESS COMMUNICATIONS AND CRITICAL THINKING

Start Date: 02/17/2014

COURSE DESCRIPTION

This course introduces students to the foundations of communication in a business setting. Students will develop skills in critical thinking and decision making through the forms of written communication, including memos, emails, business letters, and reports. Other topics include communication ethics and cross-cultural communications, personal communication styles, solving organizational problems, and the evaluation of an organization's strategic direction.

WEEK 1 - TOPIC 1: THE COMMUNICATION PROCESS

Objectives

Explain the steps in the communication process.

Materials

Business and Professional Communication, Ch. 1

Business and Professional Communication, Ch. 2

Critical Thinking, Ch. 1

Critical Thinking, Ch. 2

University of Phoenix Material: Communication Process

ARTICLE: Read this week's Electronic Reserve Readings.

Assessment

Discussion Question 1

Discussion Question 2

Discussion Question 3

Discussion Question 4

Participation

CheckPoint: Communication Process Model

WEEK 2 - TOPIC 1: THE COMMUNICATION PROCESS

Objectives

Describe the roles of listening and responding in the communication process.

Assessment

Assignment: Demonstrative Communication Paper

WEEK 3 - TOPIC 1: CRITICAL THINKING APPLIED TO EFFECTIVE COMMUNICATION

Objectives

Analyze the validity, credibility, and reliability of data.

Materials

Critical Thinking, Ch. 4

Critical Thinking, Ch. 5

Critical Thinking, Ch. 6

Critical Thinking, Ch. 7

Assessment

Discussion Question 1
 Discussion Question 2
 Discussion Question 3
 Participation

WEEK 4 - TOPIC 1: CRITICAL THINKING APPLIED TO EFFECTIVE COMMUNICATION

Objectives

Evaluate arguments for validity.

Assessment

Assignment: Article Rebuttal
 Assignment: Debate Paper Outline

WEEK 5 - TOPIC 1: CREATING COMMUNICATION

Objectives

Analyze the needs and receptivity of the audience.

Materials

Business and Professional Communication, Ch. 10
 ARTICLE: Read this week's Electronic Reserve Readings.

Assessment

Discussion Question 1
 Discussion Question 2
 Discussion Question 3
 Participation
 CheckPoint: Audience Analysis and Reception

WEEK 6 - TOPIC 1: CREATING COMMUNICATION

Objectives

Determine appropriate channels for communication.
 Create effective messages.

Materials

ARTICLE: "Over 30 Workers Trapped After Chilean Copper Mine Collapse"

Assessment

Assignment: Knowing Your Audience Paper and Communication Release

WEEK 7 - TOPIC 1: PERSUASIVE COMMUNICATION

Objectives

Develop persuasive communication using effective language.

Materials

Business and Professional Communication, Ch. 9
Business and Professional Communication, Ch. 10
Critical Thinking, Ch. 12
 ARTICLE: Read this week's Electronic Reserve Readings.

Assessment

Discussion Question 1
 Discussion Question 2
 Discussion Question 3
 Participation
 CheckPoint: Persuasion

WEEK 8 - TOPIC 1: PERSUASIVE COMMUNICATION**Objectives**

Develop valid arguments.
 Evaluate communications for ethical, moral, and legal soundness.

Assessment

Group Debates Analysis Paper

WEEK 9 - TOPIC 1: ETHICS AND DIVERSITY IN BUSINESS COMMUNICATION**Objectives**

Evaluate communications for potential cultural diversity issues.

Materials

Business and Professional Communication, Ch. 3
 ARTICLE: Read this week's Electronic Reserve Readings.

Assessment

Capstone Discussion Question
 Participation
 Final Project: Debate Paper



[Home](#)

[Classroom](#)

[Library](#)

[Center for Writing Excellence](#)
[Center for Mathematics Excellence](#)

[Account](#)

[My Profile](#)
[My Pay Records](#)
[Change Address](#)

[Contact Us](#)

[Report a Problem](#)
[Ask a Question](#)
[Share a Thought](#)

[Support](#)

[Sitemap](#)
[Downloads](#)

[Faculty](#)

[Course Contracts](#)
[Solicitations](#)
[Faculty Forums](#)

[PhoenixConnect](#)

[Overview](#)
[People Directory](#)
[Communities](#)
[Groups](#)
[Blogs](#)
[Guidelines & Tips](#)

[Student Store](#)

[Log out](#)

Copyrights © 2013 University of Phoenix | [Terms of Use](#) | [Privacy Policy](#) | [Ethics and Compliance](#) | [Contact Us](#) | [Help](#)
 System Status | plaxwcmp045