



DOANE
UNIVERSITY

Course Overview

Course Title	Business and Professional Communication
Course and Section Number	CMS-316-1
Number of Credits	3 Semester Credits
Term	22/AUTM
Course/Section Dates	08/22/2022 – 10/15/2022
Meeting Time	Class meets on Wednesday's at 6:00PM CDT
Instructor	Gina Hansen
Doane Email Address	gina.larson@doane.edu

**Textbook Information:
(e.g. title, edition,
publisher, ISBN)**

Title: Communicating at Work
Author: Adler, Elmhurst, Lucas
ISBN-13: 9780078036804
DIGITAL ISBN-13: 9780077736385
ISBN-10: 0078036801

Link to Doane Bookstore:

<https://www.bkstr.com/doaneuniversitystore/shop/textbooks-and-course-materials>

Additional Course Materials

Course Description

An exploration of the communication process in organizations and institutions. The course includes study and practice in interpersonal, small group, and public communicative situations as those typically encountered in the workplace.



Foundational Area of Knowledge

Rhetorical Communication

Students will use language purposely and effectively to become more thoughtful communicators, more keenly aware of what they are doing and why in each phase of the communication process. Students will work to

- analyze rhetorical context (purpose, audience, genre) and operate accordingly in oral and/or written communication
- support a clear argument with appropriate evidence and analysis in a focused and organized way
- understand effective communication as a process that involves reasoned decision making and multiple steps including planning, invention, drafting, feedback, revision, and editing.

Course Learning Outcomes/Objectives

1. Identify different styles of communication used in the workplace.
2. Learn the value of verbal as well as nonverbal skills in communicating.
3. Develop an understanding of good listening skills in the workplace.
4. Develop skills in oral presentations including the use of current technology to enhance delivery of message.
5. Develop interpersonal skills as it relates to the workplace.
6. Develop small group communication skills as an enriching tool for better communication in the workplace

Technology Requirements

For the successful use of Canvas please refer to Doane University's [minimum computer requirements](#). This may also include:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software -Microsoft or Google Docs
- Webcam and mic

Syllabus Addendum

[Addendum](#) includes information regarding:

- Academic Support
- Military Friendliness & Services
- Study Time
- Credit Hour Definition
- Catalog and Policies



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Technological Support

If you are in need of technical assistance, please contact the help desk at 402-826-8411 or by email at helpdesk@doane.edu.

Learning Management System

Canvas: <https://doane.instructure.com>

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).