

Note:

**Course content may be changed, term to term, without notice.
The information below is provided as a guide for course selection
and is not binding in any form.**

Course Number, Name, and Credit Hours

OWC-3302 Communicating in Organizations, 3 credit hours

Course Description

This course analyzes the significance of organizational communication. Emphasis is placed on the development of effective communication strategies with attention given to diverse modes of communication. Discussion of the impact of leadership, culture, and teamwork will also be addressed, as will the ethics of communication.

There are no prerequisites required for this course.

Course Objectives

By the completion of this course you should be able to:

1. Contrast the structure and process of effective vs. ineffective organizational communication in terms of outcomes vs. objectives.
2. Explain various principles and practices of connecting with others.
3. Compare and contrast methods for effective communication within a group or team and one-on-one in organizations.
4. Summarize the various options for effective communications when dealing with conflict, change, and other organizational realities.
5. Identify specific considerations for communicating in global and multi-cultural environments.

Content Expectations

Required textbooks for all Moody Online classes can be found on the [Required Textbooks](#) section of the Moody website.

Assignments

All assignments are due according to the schedule listed on the Course Schedule.

1. **CLASS PARTICIPATION:** Active participation is expected in this course. Participation includes two main areas: Discussion Boards and Reading. Class Participation will account for 40% of your final course grade.
 - a. **DISCUSSION BOARDS:** You must maintain a significant presence in the discussion board. Please refer to the discussion board rubric included in the **Course Resources** section of this course for more information on how your participation in the discussion board will be assessed.

Guideline for the Discussion Board: Post your initial response to the discussion question by mid-week (Friday, 11:59pm CT). Then read and respond to at least **TWO** of your classmates' initial posts by the end of the week (Monday, 11:59pm CT).
 - b. **READING:** The completion of the course reading is an important part of the course. You are expected to complete the reading prior to class for discussion purposes.

2. **ASSIGNMENTS:** There will be several projects in this course requiring skills learned that include work with Microsoft Word, Excel, and PowerPoint.
 - a. **ASSIGNMENT 1: RESEARCH PAPER**
Write a research paper on the differences between one-on-one, group-based, and organizational-wide communication. This paper should be a minimum of three (3) double-spaced pages. This does not include the bibliography.
 - b. **ASSIGNMENT 2: IDENTIFY AN ORGANIZATION FOR THE CAPSTONE PROJECT**
Select the organization upon which you will conduct a communication audit. Document your affiliation with the organization (if any) and why you chose to audit that organization.
 - c. **ASSIGNMENT 3: REFLECTION PAPER**
Complete the *Cultural Intelligence* Assessment. Write a reflection paper that is a minimum of three (3) double-spaced pages based on the results of your *Cultural Intelligence* Assessment through the [Centre for Leadership Effectiveness](#).
 - d. **ASSIGNMENT 4: CAPSTONE PROJECT-COMMUNICATION AUDIT PAPER**
This is the capstone project for the course. You can choose **any** organization upon which to do a communication audit.
This paper will have a **maximum of 10 double-spaced pages**, not including a Works Cited page.

***Writing Style:** Undergraduate students at Moody Bible Institute are to follow the Modern Language Association (MLA) style for all written assignments. Your instructor may waive this requirement for specific assignments such as discussion boards, blogs, emails, and the like, but if not stated otherwise, follow MLA guidelines. Assignments not in proper MLA format may be returned with a request to redo the assignment and could be subject to a late penalty.

At a minimum, all assignments submitted as a document are to be in a standard 12-point font (limited to Time New Roman, Arial, Calibri, Cambria, Century Schoolbook), 8½ x 11 page size, and double-spaced and are to be submitted as a Microsoft Word document (.doc or .docx). Papers that cite other works should include a Works Cited page.

You should follow the latest version of the *MLA Handbook for Writers of Research Papers* (currently the 7th edition) or use the OWL website at <http://owl.english.purdue.edu/owl/resource/560/01>.

Assessments

Your grade for this course will consist of:

Class Participation (Discussion/Readings)	40%
Assignment 1: Research Paper	10%
Assignment 2: Identify an Organization for the Capstone Project	2%
Assignment 3: Reflection Paper	20%
Assignment 4: Capstone Project – Communication Audit Paper	28%
	100%

Letter grades are determined by the following scale:

Letter Grade	Percentage Equivalent	Letter Grade	Percentage Equivalent
A	96% or higher	C	73 - 76.9%
A-	90 - 95.9%	C-	70 - 72.9%
B+	87 - 89.9%	D+	67 - 69.9%
B	83 - 86.9%	D	63 - 66.9%
B-	80 - 82.9%	D-	60 - 62.9%
C+	77 - 79.9%	F	Below 60%

Course Copyright Statement

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ADA Compliance Statement

Moody Bible Institute complies with the ADA (Americans with Disabilities Act) as well as Section 504 of the Rehabilitation Act, by providing appropriate accommodations to qualified students with disabilities. We value diversity and inclusion and recognize disability as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive. If you anticipate barriers related to the format, requirements, or assessment of this course, you are invited to address the professor with your concerns; additionally, you are encouraged to contact Gayla Gates, our disability services provider, at the Student Resource Center to discuss possible environmental modifications or adaptations. Please note, accommodations are not retroactive, therefore we encourage you to contact our service provider within the first two weeks of the semester. Contact Gayla Gates at ggates@moody.edu or 312-329-2177.