

## 325-338 Business Communication

<b>Credit Points:</b>	12.50
<b>Level:</b>	3 (Undergraduate)
<b>Dates &amp; Locations:</b>	2009, This subject commences in the following study period/s: Semester 2, - Taught on campus.
<b>Time Commitment:</b>	Contact Hours: One 2-hour lecture and one 1-hour tutorial workshop weekly Total Time Commitment: Not available
<b>Prerequisites:</b>	<b><u>325-201 Organisational Behaviour (/view/2009/325-201)</u></b>
<b>Corequisites:</b>	<b><u>325-201 Organisational Behaviour (/view/2009/325-201)</u></b>
<b>Recommended Background Knowledge:</b>	None
<b>Non Allowed Subjects:</b>	None
<b>Core Participation Requirements:</b>	<p>&lt;p&gt;For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.&lt;/p&gt; <p>&lt;p&gt;It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: &lt;a href="http://services.unimelb.edu.au/disability"&gt;http://services.unimelb.edu.au/disability&lt;/a&gt;&lt;/p&gt;</p> </p>
<b>Coordinator:</b>	Dr Susan Ainsworth
<b>Subject Overview:</b>	The ability to communicate effectively in the workplace is crucial to graduates and managers alike. This subject covers the fundamentals of good business communication and uses management theories to explore the latest trends in workplace communication. Some of the topics covered may include interpersonal communication negotiation, conflict resolution, persuasive presentations, cyber communication and social media and employee communication.
<b>Objectives:</b>	<p>On successful completion of this subject, students should be able to:</p> <p>Identify the communication theories that have influenced workplace behaviour</p> <p>Explain the significance of communication theories for management practice.</p> <p>Apply relevant theories to real problems in an organisation.</p>
<b>Assessment:</b>	A 2 hour examination (50%) and assignments not exceeding 5000 words (50%)
<b>Prescribed Texts:</b>	None
<b>Breadth Options:</b>	<p>This subject potentially can be taken as a breadth subject component for the following courses:</p> <ul style="list-style-type: none"> <li># <b><u>Bachelor of Arts (https://handbook.unimelb.edu.au/view/2009/D09)</u></b></li> <li># <b><u>Bachelor of Biomedicine (https://handbook.unimelb.edu.au/view/2009/J07)</u></b></li> <li># <b><u>Bachelor of Environments (https://handbook.unimelb.edu.au/view/2009/A04)</u></b></li> <li># <b><u>Bachelor of Music (https://handbook.unimelb.edu.au/view/2009/M05)</u></b></li> <li># <b><u>Bachelor of Science (https://handbook.unimelb.edu.au/view/2009/R01)</u></b></li> <li># <b><u>Bachelor of Engineering (https://handbook.unimelb.edu.au/view/2009/355-AA)</u></b></li> </ul>

	You should visit <b>learn more about breadth subjects (<a href="http://breadth.unimelb.edu.au/breadth/info/index.html">http://breadth.unimelb.edu.au/breadth/info/index.html</a>)</b> and read the breadth requirements for your degree, and should discuss your choice with your student adviser, before deciding on your subjects.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Generic Skills:</b>	Problem solving skills and critical thinking skills will be fostered in the workshops and more directly with the assessment where students have to apply theoretical material to case studies and practical situations. Collaborative learning and reflective skills will be developed by working individually and in groups throughout the semester. Collaborative skills will also be fostered through exercises, role plays and simulations that are incorporated into the seminars. Reflective skills will also be developed through the individual project. Verbal and written communication skills will be developed via the project and through the experience of working in groups throughout the semester. The interactive nature of the workshops will also, indirectly, help to improve communication skills. Computer skills will be strengthened through the use of the web site.