

CIS304 Course Objectives Matrix													T	T	T	T	T	T	T	T	T	T	T	T
T = Team Assignmnt	A s s g n m t . C h . 4	A s s g n m t . C h . 9	M e m o . T r a d e . m a g	P o w e r P t . I n t r o	D r a f t . r e s u m e . & L t r	R e v . R e s u m e . & L t r	P w o o p o t s l a i n e	A n n o t a t e d . B i b l i o	P r o g r e s s . R e p o r t	P r o j e c t . R e p o r t	P r o j e c t . R e p o r t	R e s e a r c h . P a p e r	G e o g r a p h y . M e m b e r	H T M L . R e s u m e	W e b . P a g e . P r o j e c t	G r a m m a r . Q u i z	Q u i z - b a s e d	F i n a l . E x a m	R e a d i n g . A s s g n m t s	A t t e n d . P a r t i c i p a n t				
S = Significant Coverage M = Moderate Coverage L = Light Coverage																								
<u>Skills</u>																								
Write clearly and concisely in professional language	S	S	S		L	M	M		S			S					M	M	M	M				
Integrate relevant computer applications and technologies in the development of communication skills—including format of written documents and oral presentations in a professional context	S	S	S	S	M		M	M	L	S	M			S	S									
Design and prepare communications for various organizational needs	S	S	M	M			M	L	S	S	S					M	L	L	M	L				
Identify and employ the skills needed for effective interpersonal and small-group communications.		L		M			S	S	S	S	S	S	S					M	M	S	L			
Work effectively in a team				L			S	S	S	S	S		M					L	L					
Enhance awareness of the importance of nonverbal communications and listening skills in achieving successful communication				L			L		L	S	S		L					L	L	M	L			
Prepare reports generated from business research	L	L	L				M	M	S	M	S							M	L	M				
Design and prepare appropriate personal documentation and presentation skills for employment				L	S	S								S	S					M				
<u>Knowledge</u>																								
Demonstrate knowledge of communication theory, particularly as it relates to the understanding of communication processes and challenges in the workplace											M	M								S				
Expand awareness of selected business communication legal and ethical issues	L											L								S				
Identify the impact of diversity and culture in business communication and implement strategies for multicultural understanding		M										L								S				
Conceptualize the importance of communication to leadership development									M	L	M							L	L	S	L			
Expand familiarity with selected current issues in your chosen field	L	S						S		M	S								L	M				