

Communication at Work

At a glance

- Accepted for credit transfer by Strayer University
- 4.5 quarter credits at Strayer University
- Strayer University equivalency: Communication at Work (COM 100)

Course description

Sophia's Communication at Work course is designed to prepare you for successful workplace communication by providing a background on its components and methods, then exploring oral and written forms in depth. You will practice composing professional written communication for a specific purpose and audience. Additionally, you will learn about tools for workplace collaboration and efficiency, and how to determine the best meeting and productivity tools for a particular professional context.

Assessments & grading

This is a pass/fail course. You must complete 12 Challenge assessments (these are like quizzes), 3 Milestone assessments (these are like tests), and 1 Touchstone assessment (this is a written assignment) with an overall score of 70% or better.

Learning outcomes

At the end of the course, you'll be able to:

- Identify the various purposes, uses, and stages of communication
- Compare and contrast the different methods of communication
- Align tone and language to a specific audience
- Recognize the key elements of oral communication
- Identify appropriate scopes, topics, and resources for professional presentations
- Examine strategies for improving professional presentations
- Recognize the key elements of written communication
- Identify tone, audience, purpose, and structure in professional writing
- Deliver a coherent and professional written message using an appropriate medium
- Recognize the various group dynamics that can occur within an organization
- Identify methods of problem-solving and goal-setting in professional group settings
- Select the appropriate tools for scheduling and communicating time-related tasks