



BUS709 COMMUNICATION IN BUSINESS T318 - Brief

All information contained within this Subject Outline applies to **all** students enrolled in the trimester as indicated.

1. General Information

1.1 Administrative Details

Associated HE Award(s)	Duration	Level	Subject Coordinator
Grad. Certificate in Business Graduate Diploma of Business Master of Accounting Master of Professional Accounting	1 trimester	Postgraduate	Catherine Lewis catherine.lewis@koi.edu.au P: 92833583 (Ext.156) L: Level 1, 545 Kent St. Consultation: via Moodle or by appointment

1.2 Core / Elective

This is a core subject for the above courses.

1.3 Subject Weighting

Indicated below is the weighting of this subject and the total course points.

Subject Credit Points	Total Course Credit Points
4	GCBus 16; GDBus 32; MAcc 48; MPA 64

1.4 Student Workload

Indicated below is the expected student workload per week for this subject

No. Timetabled Hours/Week*	No. Personal Study Hours/Week**	Total Workload hours/week***
4 hours/week (2 hour Lecture + 2 hour Tutorial)	6 hours/week	10 hours/week

* Total time spent per week at lectures and tutorials

** Total time students are expected to spend per week in studying, completing assignments, etc.

*** Combination of timetable hours and personal study.

1.5 Mode of Delivery On-campus

1.6 Pre-requisites Nil

1.7 General Study and Resource Requirements

- Students are expected to attend classes with the required textbook and to read specific chapters prior to the tutorials. Students should read this material before coming to class to improve their ability to participate in the weekly activities.
- Students will require access to the internet and their KOI email and should have basic skills in word processing software such as MS Word, spreadsheet software such as MS Excel and visual presentation software such as MS PowerPoint.
- Computers and WIFI facilities are extensively available for student use throughout KOI. Students are encouraged to make use of the campus Library for reference materials.

Resource requirements specific to this subject: There are no specific resources required for this subject.

2 Academic Details









2.1 Overview of the Subject

Highly developed skills in communication, analysis, teamwork and negotiation are crucial for enhancing success in academic study and a career in business. This subject provides a strong foundation in effective communication skills and practice with a variety of writing and presentation styles for a variety of audiences. You will develop negotiation, research and critical thinking skills and an appreciation of ethical practice by working on case studies and role plays, discussing cultural issues and leadership challenges, and analysing complex and ambiguous information.

2.2 Graduate Attributes for Postgraduate Courses

Graduates of Postgraduate courses from King's Own Institute will gain the graduate attributes expected from successful completion of a Master's degree under the Australian Qualifications Framework (2nd edition, January 2013). Graduates at this level will be able to apply an advanced body of knowledge in a range of contexts for professional practice or scholarship and as a pathway for further learning.

King's Own Institute's key generic graduate attributes for a master's level degree are summarised below:




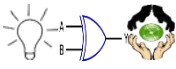
	KOI Master's Degree Graduate Attributes	Detailed Description
	Knowledge	Current, comprehensive and coherent knowledge, including recent developments and applied research methods
	Critical Thinking	Critical thinking skills to identify and analyse current theories and developments and emerging trends in professional practice
	Communication	Communication and technical skills to analyse and theorise, contribute to professional practice or scholarship and present ideas to a variety of audiences.
	Research and Information Literacy	Cognitive and technical skills to access and evaluate information resources, justify research approaches and interpret theoretical propositions
	Creative Problem Solving Skills	Cognitive, technical and creative skills to investigate, analyse and synthesise complex information, concepts and theories, solve complex problems and apply established theories to situations faced in professional practice.
	Ethical and Cultural Sensitivity	Appreciation and accountability for ethical principles, cultural sensitivity and social responsibility, both personally and professionally
	Leadership and Strategy	Initiative, leadership skills and ability to work professionally and collaboratively to achieve team objectives across a range of team roles. Expertise in strategic thinking, developing and implementing business plans and decision making under uncertainty
	Professional Skills	High level personal autonomy, judgement decision-making and accountability required to begin professional practice.

Across the course, these skills are developed progressively at three levels:

- **Level 1 Foundation** – Students learn the skills, theories and techniques of the subject and apply them in stand-alone contexts.
- **Level 2 Intermediate** – Students further develop skills, theories and techniques of the subject and apply them in more complex contexts, beginning to integrate the application with other subjects.
- **Level 3 Advanced** – Students have a demonstrated ability to plan, research and apply the skills, theories and techniques of the subject in complex situations, integrating the subject content with a range of other subject disciplines within the context of the course

2.3 Subject Learning Outcomes

Listed below, are *key* knowledge and skills students are expected to attain by successfully completing this subject:

Subject Learning Outcomes	Contribution to Course Graduate Attributes
a) Structure and present information orally and in writing in academic and business contexts using packages such as Word and PowerPoint	
b) Select and appropriately use different modes of communication and develop strategies to overcome communication barriers and develop an appreciation of intercultural communication.	
c) Work effectively as an individual and in a team, plan and manage a program of work, express opinions and negotiate outcomes	
d) Demonstrate the ability to effectively communicate in different situations and apply gained knowledge to modern day work environments	

2.4 Subject Content and Structure

Below are details of the subject content and how it is structured, including specific topics covered in lectures and tutorials. Reading refers to the text unless otherwise indicated.

Weekly Planner:

Week (beginning)	Topic Covered in Each Week's Lecture	Reading(s)	Expected Work
1 05 Nov	Communication Today. Acquire knowledge in business disciplines Library search, databases & types of evidence	Baden Eunson Ch 1	Tutorial Topic 1 Library Search, Databases & Types of Evidence
2 12 Nov	Intercultural Communication	Baden Eunson Ch 15	Tutorial Topic 2 Class Discussion on concepts & small group discussions
3 19 Nov	Report & Essay Writing	Baden Eunson Chs 5;7	Tutorial Topic 3 Class Discussion on concepts & small group discussions. Online plagiarism module. Use of Turnitin Harvard referencing guide.
4 26 Nov	Group/Team Communication	Baden Eunson Ch 18	Tutorial Topic 4 Class Discussion on concepts & small group discussions
5 03 Dec	Interpersonal Skills 1: Listening, questioning, Feedback and Nonverbal Communication	Baden Eunson Chs 8;10	Tutorial Topic 5 Class Discussion on concepts & small group discussions Assessment 2 Essay Due

6 10 Dec	Interpersonal Skills 2: Self-Talk, Assertiveness and Emotional Intelligence	Baden Eunson Ch 9	Tutorial Topic 6 Class Discussion on concepts & small group discussions
7 17 Dec	Oral Communication & Presentation Skills	Baden Eunson Ch 11	Tutorial Topic 7 Class Discussion on concepts & small group discussions
23 Dec 2018 – 06 Jan 2019	Mid-trimester break		
8 07 Jan	Negotiation Skills	Baden Eunson Ch 13	Tutorial Topic 8 Class Discussion on concepts & small group discussions
9 19 Jan	Letter Writing, Emails & Memos	Baden Eunson Ch 14	Tutorial Topic 9 Class Discussion on concepts & small group discussions Assessment 3 Group Report Due
10 21 Jan	Organisational Communication	Baden Eunson Ch 16	Tutorial Topic 10 Class Discussion on concepts & small group discussions Assessment 3 Presentation Due
11 28 Jan	Social Media	Baden Eunson Ch 21	Assessment 4 Reflective Journal Due
12 04 Feb	Conflict Management	Baden Eunson Ch 14	Class Discussion on concepts & small group discussions
13 11 Feb	Study review week		
14 18 Feb	Final Exam Week	Please see Exam Timetable for exam date, time and location	
15 25 Feb	Student Vacation begins Enrolments for T119 open		
16 04 Mar	Results Released 05 Mar 2019 Certification of Grades 08 Mar 2019		
T119 begins 11 Mar 2019			
1 11 Mar	Week 1 of classes for T119 Friday 08 Mar 2019 – Review of Grade Day for T318 – see Sections 2.6 and 3.6 below for more information.		

2.7 Teaching Methods/Strategies

Briefly described below are the teaching methods/strategies used in this subject:

- *On-campus lectures* (2 hours/week) are conducted in seminar style and address the subject content, provide motivation and context and draw on the students' experience and preparatory reading.
- *Tutorials* (2 hours/week) include class discussion of case studies and research papers, practice sets and problem-solving and syndicate work on group projects. Tutorial participation is an essential component of the subject and contributes to the development of graduate attributes (see section 2.2 above). It is intended that specific tutorial material such as case studies, recommended readings, review questions

<p>etc. will be made available each week in Moodle.</p> <ul style="list-style-type: none"> ○ <i>Online</i> teaching resources include class materials, readings, model answers to assignments and exercises and discussion boards. All online materials for this subject as provided by KOI will be found in the Moodle page for this subject. Students should access Moodle regularly as material may be updated at any time during the trimester ○ <i>Other contact</i> - academic staff may also contact students either via Moodle messaging, or via email to the email address provided to KOI on enrolment.

2.8 Student Assessment

Provided below is a schedule of formal assessment tasks and major examinations for the subject.

Assessment Type	When Assessed	Weighting	Learning Outcomes Assessed
Lecture & Tutorial Participation and Presentation Mark	All weeks ongoing	5% +5% = 10%	a, b, c, d
Individual Essay (1500 words)	Week 5	25%	a, b
Group Report and Presentation (2,500 words)	Report Week 9 Presentations Weeks 10 - 11	Report 20% <u>Presentations</u> 15% Total 35%	a, b, c, d
Reflective Journal Report – individual assessment – 2000 words	Week 11	30%	a, b, c, d

Requirements to Pass the Subject:

To gain a pass or better in this subject, students must gain a *minimum of 50%* of the total available subject marks.

2.9 Prescribed and Recommended Readings

Prescribed Text:

Eunson, B., 2016. *C21: Communicating in the 21st Century*. 4th ed. Queensland: Wiley.