This introductory survey of communication course is focused on the basic foundations of interpersonal communication, small group communication, and public speaking with an emphasis on career building strategies. Students are introduced to the conceptual breadth of the human communication discipline as it relates to the workplace. Additionally, students will examine and practice communication theories and principles to develop critical thinking and communication competencies in a variety of business and professional contexts, such as: team-building, leadership, presentation skills, interviewing strategies, cross-cultural competence, organizational communication, and conflict management.

Demonstrate a practical and conceptual understanding of the principles of communication and the ability to apply that knowledge to interpersonal, small group, and public speaking workplace settings.


Quizzes are open-book based on text content. You have unlimited time and one attempt to take each.

The purpose of individually graded weekly posts is to enhance your comprehension of course concepts.

The purposes are to learn about the importance of networking and to create a personal networking pitch.

The purposes are to research a prospective career and informational interview someone in that career.

The purposes are to learn how to plan and lead a team-building meeting and write meeting minutes.

The purpose is to create an interactive “how to” training on an interviewing or career strategy or skill.

This document is intended for general informational purposes only. It is not a course syllabus.