

Administration (ADMN) 233

Writing in Organizations (Revision 12)

Delivery Mode: Individualized Study Online [↗](#)

Credits: 3

Area of Study: Applied Studies (Business & Administrative Studies)

Prerequisites: None. [ENGL 189](#) [↗](#) is recommended for ESL students. Students should be confident of their ability to write university-level English. Anyone in doubt may seek the advice of the course professor.

Precluded: None

Challenge: ADMN 233 has a Challenge for Credit option.

Faculty: [Faculty of Business](#) [↗](#)

Status: Replaced with new revision, see the [course listing](#) [↗](#) for the current revision [✕](#)

Overview

ADMN 233: Writing for Organizations is a course for students who wish to improve their communication skills as they apply to the workplace. The ability to communicate effectively is essential for success in every career, from getting your desired job to submitting an impressive proposal to prospective clients or a formal report to senior executives. To succeed, you must be able to target your communications to the diverse needs of varying stakeholders and choose the appropriate communication channel from traditional methods to digital and emerging media.

In this course, you will develop foundational writing skills by improving your writing style and mechanics. You will also learn how to analyze an audience and medium to create messages that respond to practical challenges that build productive professional relationships.

ADMN 233 is a case-based, interactive, and experiential course. This course provides a learning opportunity that simulates the contextual environment and situational factors of applying effective communication in the workplace.

When you complete this course, you will be able to

- write correspondence for a business reader by keeping in mind your organization's needs.
- develop sensitivity and empathy to language and tone.
- apply a systematic process to plan, organize, and revise business messages.
- write routine messages that answer a reader's needs and conform to rules of writing.
- write more demanding messages, such as goodwill messages, persuasive messages, and bad news messages.
- plan and prepare to write complex messages, such as business reports and proposals.

- communicate ethically, correctly, and effectively in a variety of genres and media.
- apply the principles of designing and presenting information visually.

Through a series of simulated work environments, you will interact with virtual coworkers and clients to complete a series of tasks and assignments that mimic actual business communication problems and opportunities. Educational material and individual, iterative feedback will guide you through developing important professional communication skills essential to not only successfully complete the course but also to excel in your chosen career.

Topics include:

- mechanics of writing
- improving your writing style
- persuasion and rhetoric
- writing tone, inclusivity, and sensitivity
- media choice
- audience analysis and targeted communications
- stakeholder relations and impression management
- document design and information visualization



Find out more about this course's use of simulated, experiential learning methods

Evaluation

Evaluation

In ADMN 233, you are required to complete an initial writing assessment, discussions with a virtual mentor, experiential tasks and deliverables, an infographic, and a final project (comprised of a business report, press release, and a written speech).



To [receive credit](#) for ADMN 233, you must achieve a grade of at least **D (50 percent)** on the final project and a minimum overall course grade of D (50 percent). The following table summarizes the evaluation activities for ADMN 233:

Activity	Weight
Writing Assessment	5%
Experiential Tasks & Deliverables	40%
Discussions with Virtual Mentor	20%
Infographic	5%
Final Project	30%
Total	100%

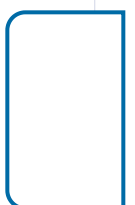
To learn more about assignments and examinations, please refer to Athabasca University's [online Calendar](#).

Materials

Materials

Registration in this course includes access to an online and simulated learning platform. This platform includes interactive and virtual discussions and exercises as well as extensive educational texts and videos.

Other Materials



As this course makes continuous use of an interactive online environment and online videos, it requires students to have regular access to a desktop or laptop computer with high-speed Internet connection.

It is not possible to download the course material and complete this course predominantly offline.

Although you may be able to access the course website ahead of your start date, there is no early access to the simulation platform.

Challenge for Credit

Challenge for Credit

Overview

The Challenge for Credit process allows you to demonstrate that you have acquired a command of the general subject matter, knowledge, intellectual and/or other skills that would normally be found in a university-level course.

Full information about [Challenge for Credit](#) can be found in the Undergraduate Calendar.

Evaluation

To [receive credit](#) for the ADMN 233 challenge registration, you must achieve a grade of at least **D (50 percent)** on the examination.

Activity	Weight
Online Exam	100%
Total	100%







[Challenge for Credit Course Registration Form](#)



 Important Links

Important Links

- > [Academic Advising](#) 
- > [Program Planning](#) 
- > [Request Assistance](#) 
- > [Support Services](#) 

Athabasca University reserves the right to amend course outlines occasionally and without notice. Courses offered by other delivery methods may vary from their individualized-study counterparts.

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Updated January 5, 2022, by Student & Academic Services

View [previous revision](#) 

