




Administration (ADMN) 233

Writing in Organizations (Revision 13)

Status:	Replaced with new revision, see the course listing ↗ for the current revision 
Delivery mode:	Individualized study online ↗
Credits:	3
Area of study:	Applied Studies (Business and 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 ↗

Notes:

Online course materials cannot be accessed prior to your course contract start date.

Overview

ADMN 233: Writing for Organizations is a course for students 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.

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

ADMN 233 is an 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 professional quality messages that achieves your organization's needs.
- apply a systematic process to plan, organize, and revise business messages.
- understand the needs of your audience to target your communications effectively.
- inform and persuade people through powerful business reports and

proposals.

- apply design principles to present documents that promotes readability and brand values.
- demonstrate sensitivity and empathy to language and tone.
- practise the mechanics of good writing, including proper grammar, punctuation, paragraphing, and syntax.
- communicate ethically, correctly, and effectively.

Through a simulated work environment, you will interact with virtual coworkers and clients to complete 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
- professional communication style
- persuasion and rhetoric
- writing tone, inclusivity, and sensitivity
- report and proposal writing
- document design and information visualization
- audience analysis and targeted communications



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

Evaluation

In ADMN 233, you will complete an initial writing assessment, experiential tasks and exercises, a brief report, a brief proposal, and a final examination.

To **receive credit** [↗](#) for ADMN 233, you must achieve a grade of at least **D (50 percent)** [📄](#) on the final examination 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 & Exercises	40%
Report	15%
Proposal	15%
Final Examination	25%
Total	100%

The **final examination** for this course must be taken online with an AU-approved exam invigilator at an approved invigilation centre. It is your responsibility to ensure your chosen invigilation centre can accommodate online exams. For a list of invigilators who can accommodate online exams, visit the **Exam Invigilation Network** [↗](#).

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

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.

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

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

- › [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.

Opened in Revision 13, January 6, 2022

Updated May 10, 2023

View **previous revision** 
