Course Description:
This course is a study of the skills necessary to communicate effectively in the workplace. Topics include selection of the proper channel and medium for information delivery, team building, business etiquette, and professionalism. Students will analyze and prepare correspondence, proposals, and reports. Students are required to deliver industry-related oral presentations.

Students Learning Outcomes and Core Competencies:
This course will achieve the following general student learning outcomes for the Bachelor of Applied Technology program:

- Solve complex management problems utilizing critical thinking, research methodology, and problem solving techniques.
- Apply oral, written, and electronic communication skills to effectively present and exchange information, including the use of management information systems, the internet and other applications to prepare and present reports.

Course Outcomes
Upon successful completion of this course the student will be able to:
1. Determine the proper channel for information delivery
2. Develop clear and concise letters and memos
3. Demonstrate effective listening skills
4. Demonstrate effective interpersonal skills appropriate to the workplace
5. Analyze group interaction and work to make the group more effective
6. Develop an effective media presentation
7. Deliver an effective media presentation
8. Use sound reasoning in developing presentations

Text, References, and Supplies:
To be determined by the Instructor of record

Objectives:
To meet the course outcomes students will:
1. Cover the material in each chapter of the text and other lecture material
2. Participate in discussions over each chapter
3. Practice and journal effective listening behaviors
4. Practice effective interpersonal behaviors in class
5. Participate in groups outside of class and journal their experience
6. Understand effective presentation techniques
7. Read a business-related book and apply the principles stated to their own communication behavior
8. Develop a PowerPoint presentation
9. Present a proposal

Student Contributions, Responsibilities and Class Policies:
Each student is expected to study at least three hours per week preparing for class, take an active role in lecture/discussion, meet assignment due dates, and conduct themselves in a businesslike manner in the class. Students are expected to exhibit professional behavior during scheduled class times and while in the lab.

Attendance: Communication courses promote student interaction, provoke discussion and incorporate experiential learning. Thus, attendance in the course is very important. Students are expected to regularly attend class, be on time, and actively participate in discussion and activities. Documentation is required for emergency situations on presentation days. Make every effort to call the instructor about the emergency as soon as possible.

Written work: All outlines and chapter analyses must be typed. Numerous grammatical and typographical errors will result in a lower grade on an assignment. Common grammatical and spelling errors will be discussed on the first day of class. As you work through the semester I expect your grammar and spelling to improve and will deduct more points as the semester progresses, so be sure to proof read your work carefully to avoid losing points. If you aren’t sure about correct spelling or grammar there are numerous resources online and in bookstores, and a writing lab on campus to help you.

Late work: Take responsibility for your work; don’t wait until the last minute. Late assignments may be penalized up to 10% per day.

Oral assignments: Students will participate in two oral presentations. Attendance on all speech presentation days is mandatory. “I am not prepared” is not an excuse or a reason to delay your presentation. Distracting or poor listening behaviors during another student’s presentation may result in a reduction in the poor listener’s speech grade. Students will dress professionally when giving presentations.

Assigned readings: Reading assignments are included in the class calendar. Students are responsible for completing the assigned readings prior to that class meeting when discussing those chapters. If you need help understanding the concepts in the textbook you are encouraged to ask for clarification during or after class. You are encouraged to look for managerial ideas presented in the textbook that you can apply to your own work situation.

Evaluation of Students:
Performance will be measured by student testing and class participation as follows:

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<thead>
<tr>
<th>Assignments/Cases</th>
<th>Points</th>
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<tbody>
<tr>
<td>Written Assignment</td>
<td>150</td>
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<tr>
<td>Presentations</td>
<td>150</td>
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<tr>
<td>In Class Discussion and Discussion Board</td>
<td>100</td>
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<tr>
<td>Midterm Exam</td>
<td>300</td>
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<tr>
<td>Final Exam</td>
<td>300</td>
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<tr>
<td>Total</td>
<td>1000</td>
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Semester course grade is determined as follows:

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<th>Grade</th>
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Last Updated 10/31/2016
Course Schedule:
This is a hybrid BAT class and will meet as agreed upon by the class and instructor. Assignments will be posted on the internet within the Discussion Board area for this course. This is NOT a flexible time course.

Required Participation:
For Online/Hybrid classes, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Attendance Policy:
Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Withdrawal Policy:
Requests for withdrawal must be made using the College's accepted withdrawal methods. Students must complete an official withdrawal form either in person in the Student Services office, online or by written request. Midland College reserves the right to decline approval of a withdrawal request for any reason. Such reasons may include, but are not limited to: submitting incomplete information on the request, not submitting current contact information for the student, not resolving any questions concerning the authenticity of the document, disciplinary actions, outstanding debts, TSI liability, etc.

Students who withdraw and have outstanding debts in any area of the College will not be given clearance to re-enroll until these debts are paid. Students who receive warning notices concerning non-attendance may complete the withdrawal request portion of the notice and return it to Student Services. TSI Liable students must meet with Dean of Adult or Developmental Education before withdrawing from TSI classes.

The last day for withdrawal for each registration period is published in the catalog and the current course schedule. Online withdrawal requests must be made on or prior to the dates listed.

Scholastic Dishonesty & Academic Misconduct
Academic dishonesty includes cheating, fabrication, plagiarism, and facilitating academic dishonesty. Disciplinary options include, but are not limited to, suspension and dismissal. (See the Midland College Student Handbook for a complete explanation of college policy).
http://www.midland.edu/students/academics/academic_misconduct/plagiarism.php

AMERICANS WITH DISABILITIES ACT (ADA):
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations-documentation.

Instructor Information:
Instructor Name:
Office Hours:
Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.

Division Information
Division Dean: Dr. Kennedy  MHA176  432-685-6813
Program or Department Chair: Doug Johnson  TC 116  432-685-4665
Division Secretary: Angelina Dolaptchieva  MHA 176  432-685-6830