Prerequisite: ENGL 100 College Writing with a grade of ‘C’ or better.

Course Description:

This course is an introduction to communication skills and knowledge needed in organizations. This course will include communications fundamentals: ethical, legal, multicultural issues: correspondence applications: employment communication, oral and nonverbal communication: report writing: management presentations: research methods: and running effective meetings and conferences. Computer mediated applications will be presented throughout the course.

Course Objectives:

At the conclusion of this course, student will be able to:

- Describe the communications process in the business environment.
- Demonstrate proper writing strategies: including positive, neutral, negative and persuasive communications.
- Utilize the “you” attitude.
- Format business letters, memos, reports and e-mails.
- Prepare business reports and deliver presentations.
- Work cooperatively within a small group.
- Execute a job search; include writing a résumé, and application letter.

Policies:

- Only typed assignments will be accepted
- Homework assignments must be turned in at the beginning of the class.
- If you miss a class it is your responsibility to get notes and handouts from a colleague and to master the material covered on your own.
- No allowances will be made for students to make-up missed exams, homework, or in-class assignments.
- Students must pass the final exam to pass the course.
- Save all your papers until the end of the semester. Always back up your computer files and print hard copies of all your work.

Attendance:

- Students are expected to arrive on time and actively participate in each class.
- Students who disrupt the instructor and/ or class maybe asked to leave.

Academic Honesty:

- All students are expected to abide by the schools Academic Honesty Policy.

Special Considerations:

- If you need additional time to complete the test or if you require any special accommodations, you must notify the instructor.

Instructor reserves the right to make modifications to this syllabus.