

**ITEC 242
BUSINESS COMMUNICATION
T/T 1-2:15
HH206
Spring 2012**

INSTRUCTOR: DARLENE ROBERTS

OFFICE: BRADLEY 219

OFFICE HOURS: Monday – Thursday 11:45-12:45

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PURPOSE:

What is Business Communications? This course is designed for students to develop proficiency in writing, listening, speaking, and reading that will be needed for career success.

TEXTBOOK:

BUSINESS AND ADMINISTRATIVE COMMUNICATION, Locker, McGraw-Hill, 8th Edition.

LEARNING OUTCOMES:

- Write business letters that sell.
- Write other business communication (resumes, letters of application, reports, memos).

- Speak convincingly, whether in a discussion, interview, or a conference, before an audience, with a telephone caller or a visitor, or with one's supervisor or fellow worker. Listen attentively and comprehend. To assist students in the development of their critical thinking skills by integrating critical thinking questions into class discussions and tests.
- To broaden students communication skills by creating documents at a computer workstation.
- To assist students in their career and personal development by applying the communication skills acquired in the classroom to various settings.
- To make students aware of grammatical mistakes and misspellings on all written work and to refer students to the Academic Success Center for assistance.
- To make students aware of grammatical, pronunciation, and enunciation errors in oral presentations.
- To encourage students to take advantage of the many services offered by the Academic Success Center.

ASSIGNMENTS:

1. Read Chapters 1-19 in textbook.
2. Prepare written responses to end of chapter exercises as assigned. These assignments are to be kept in a portfolio.
3. Chapter tests as assigned. These tests will consist of multiple-choice, true/false, listing, short answer and essay questions.
4. Develop Human Relation Skills

ASSESSMENT:

Assignment 1 = Requirement of course

Assignment 2 = 20% of final grade

Assignment 3 = 50% of final grade

Assignment 4 = 30% of final grade

PORTFOLIO:

Students are required to keep a pocket notebook with loose leaf paper in which they will keep the following: class notes, supplementary exercises, case problems, handouts. Materials must be arranged in logical order, by subject, with page numbers and a table of contents. The completed notebook should be a manual that will be useful as an on-the-job reference source later on. This project will be due the last day of class, T/T November 29 by 5 p.m. in Bradley 219.

GRADING SCALE:

A 92-100

B+ 90-91

B 87-89

C+ 84-86

C 78-83

D+ 75-77

D 70-74

Pass/Fail Option for elective credit only

ATTENDANCE:

Students who miss more than four unexcused class meetings will have their final grade lowered by a letter grade. Three tardies will equal an absence. Also, you must be present for 45 minutes of class to be counted as having attended.

If absent on the scheduled exam day, a doctor's excuse must be presented before a makeup exam will be administered.

CLASSROOM POLICIES:

1. Turn off your cell phone when entering the room.
2. Do not bring children to class.
3. No food will be permitted in the classroom.
4. I reserve the right to ask you to leave class if your clothing is offensive to others and interferes with learning.
5. No facebook, playing games, or craig's list on the computers during class time.

ACADEMIC CALENDAR SPRING 2012

	SPRING	SPRING I	SPRING II
Registration	January 4 & 5	January 4 & 5	February 29 & March 1
Classes Begin	January 9	January 9	March 12
Last day to register, change schedule or drop a class without a grade of "W"	January 13	January 12	March 14
Last day to apply for degree (BLS, BOL, and BAIS)	January 13	NA	NA
Dr. Martin Luther King. Jr. Service Day (No Classes)	January 16	January 16	NA
Last day to order Diploma	January 30	January 30	NA
Last day to drop a course or withdraw without a grade of "WF"	February 27	February 2	April 4
Spring Break	March 4-11	NA	NA
Last day of class	April 23	February 27	April 26
Reading Day	April 24	NA	NA
Final Exams	April 25-May 2	February 28 & 29	May 1 & 2
Grades Due	May 7	March 5	May 7
Commencement	April 28	April 28	April 28