Syllabus for Spring 2009

Date: January 12-May18, 2009
Time: 7:00 p.m. to 9:50 p.m
Instructors: Barbara Cox & Allison Pratt
Tel: (949) 582-4818 & (949) 588-8385
E-mail: bcox@saddleback.edu & allisonpratt@gmail.com

Course Description: Create and deliver business-oriented presentations using presentation software. Includes locating, evaluating, synthesizing, outlining and reporting on business communication situations using computer databases. Includes interpersonal communication, teamwork and leadership skills, interviewing, business etiquette, and the reduction of communication anxiety. Students will improve their listening skills as well as their oral and nonverbal competencies necessary for workplace success.

Learning Objectives: Upon completion of the course the student will be able to:
✓ Assess and practice the elements of communication competence needed for success in the workplace.
✓ Describe improved listening techniques and empathy for others.
✓ Demonstrate awareness of different communication styles to improve interpersonal skills and better handle obstacles to communication.
✓ Practice techniques for managing anxiety in presentation situations and for handling conflict in business relationships and communication situations.
✓ Conduct himself/herself using proper business etiquette for dining, introductions, and meetings.
✓ Create and deliver presentations using presentation software.
✓ Prepare presentations following the laws and ethics pertaining to acceptable use of information and technology.
✓ Develop informative and persuasive presentations selecting appropriate business topics and utilizing the latest commercial and computer databases.
✓ Gather information using appropriate research methods and a variety of sources.
✓ Develop a draft, an outline and a report with bibliography after assessing the accuracy of the information; cite sources correctly.
✓ Demonstrate successful interviewing techniques.
✓ Describe the impact of technology on oral business communication by completing various internet activities and reporting on the findings.

Course Materials:
Classroom Activities: In-class assignments (10 assignments each worth 20 points) include short presentations, writing, group work, video feedback, and assignments as directed by the instructors. All of these assignments are completed during class time. Because these assignments are to be done within the classroom structure, this work cannot be made up if a student is absent. Homework includes textbook reading, group work, and research for various assignments.

Group Oral Presentation: Each group will give an oral PowerPoint presentation, during the last weeks of class, based on the business communication topic they selected. Each person in a group will present for approximately 5 minutes for a group total of 25 - 30 minutes including questions. Groups will be timed. The use of PowerPoint is required and professional attire is mandatory. Grading of the presentation will be based on content, organization, use of visual aids, professional dress of participants and use of good communication skills.

Individual Oral Presentation:
Create and deliver a presentation regarding a potential community service or volunteer project of your choice. Business casual dress is not required. Your presentation should be 10 - 15 minutes, contain up to 10 slides, and have copies for the instructors on the night you present.

Examinations: There will be three quizzes and a comprehensive final exam. Quizzes are multiple choice/true and false. Students are not allowed to make up a missing quiz unless you get permission from the instructors ahead of time.

Late Assignments: NO late assignments will be accepted under any circumstances.

Attendance/Punctuality: Attendance is IMPORTANT! Roll may be taken at the beginning of any class. In-class assignments are to be completed in class and cannot be made up at a later time.

Special Needs: Every effort will be made to accommodate students with special needs or considerations; however, we must first be aware of them. Please see us within the first two weeks of class to discuss.

Academic Honesty: Any student found using the work of others, claiming the work of others as his/her own, or other unprofessional behavior will receive a failing grade in the class. Terms specified in the Saddleback College Catalog and the Saddleback College Student Handbook apply to this course.

Course Evaluation and Grades:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance and Participation</td>
<td>25</td>
</tr>
<tr>
<td>Quizzes (3 @ 100 each)</td>
<td>300</td>
</tr>
<tr>
<td>Individual Presentation</td>
<td>75</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>100</td>
</tr>
<tr>
<td>In-Class Assignments (10 @ 20 pts)</td>
<td>200</td>
</tr>
<tr>
<td>Cumulative Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>800</strong></td>
</tr>
</tbody>
</table>

*Final Grade: A=800-720  B=719-640  C= 639-560  D=559-480  F=479-0
## Tentative Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Subject – Do Chapter Reading Before Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12</td>
<td>Monday</td>
<td>Introductions &amp; Syllabus review</td>
</tr>
<tr>
<td>1/19</td>
<td>Monday</td>
<td>HOLIDAY</td>
</tr>
<tr>
<td>1/26</td>
<td>Monday</td>
<td>Chapters 1 and 2</td>
</tr>
<tr>
<td>2/2</td>
<td>Monday</td>
<td>Chapter 3 and review PowerPoint Tips</td>
</tr>
<tr>
<td>2/9</td>
<td>Monday</td>
<td>Chapters 4 and Chapter 5</td>
</tr>
<tr>
<td>2/16</td>
<td>Monday</td>
<td>HOLIDAY</td>
</tr>
<tr>
<td>2/23</td>
<td>Monday</td>
<td>Quiz #1, (Chapters 1 – 4) Project Orientation and Chapter 6</td>
</tr>
<tr>
<td>3/2</td>
<td>Monday</td>
<td>Chapter 7 and Individual Presentations</td>
</tr>
<tr>
<td>3/9</td>
<td>Monday</td>
<td>Chapter 8 and Individual Presentations</td>
</tr>
<tr>
<td>3/16</td>
<td>Monday</td>
<td>SPRING BREAK</td>
</tr>
<tr>
<td>3/30</td>
<td>Monday</td>
<td>Chapter 9 and 10 Individual Presentations and Group Time</td>
</tr>
<tr>
<td>4/6</td>
<td>Monday</td>
<td>Quiz #2, (Chapters 5 – 10) Project Power Point Draft DUE</td>
</tr>
<tr>
<td>4/13</td>
<td>Monday</td>
<td>Chapter 11 and 12 and Final Individual Presentations</td>
</tr>
<tr>
<td>4/20</td>
<td>Monday</td>
<td>Chapters 13 and 14</td>
</tr>
<tr>
<td>4/27</td>
<td>Monday</td>
<td>Quiz #3, (Chapters 11-14) Group Technical Check and Rehearsal Time</td>
</tr>
<tr>
<td>5/4</td>
<td>Monday</td>
<td>Group Presentations</td>
</tr>
<tr>
<td>5/11</td>
<td>Monday</td>
<td>Group Presentations</td>
</tr>
<tr>
<td>5/18</td>
<td>Monday</td>
<td>(FINAL EXAM)</td>
</tr>
</tbody>
</table>

Syllabus subject to change at instructor’s discretion.
Oral Group Presentation and Individual Project Overview

Oral Group Presentation Overview
Working in teams, students will produce an oral report relating to an issue or problem regarding organizational communications. Each person in a group will present for approximately 5 minutes for a group total of 30 minutes including questions. Groups will be timed.

Index card notes may be used. Please make your presentation conversational, NO READING!

Groups must use a minimum of 3 visual aids in addition to PowerPoint; your choice of charts, posters, pictures, models, handouts, skits, games, video clips, etc. (Power Point is required).

Grading of the presentation will be based on fundamentals discussed in the class. These include content, organization, presentation, Power Point slides and business casual dress of participants and use of visuals.

Have a copy of your final presentation for the professors on the night you present.

Professional attire is a must.

Individual Project Overview
Create and deliver a presentation regarding a potential community service project of your choice. Your presentation should be 10 - 15 minutes, contain up to 10 slides, and have a copy of your slides for the professors on the night you present.

Instructors will provide a handout with more detailed instructions.

Professional attire not required.