# "WBUlogo"

Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 3310-VC01, Managerial Communication

# **4. TERM**:

Summer, 2018

# **5. INSTRUCTOR**:

Dr. Amona Washington

# **6. CONTACT INFORMATION**:

Office phone:

WBU Email: amona.washington@wayland.wbu.edu

Cell phone: 210-274-1285

# **7. OFFICE HOURS, BUILDING & LOCATION**:

 Online I check email throughout the day.

# **8. COURSE MEETING TIME & LOCATION**:

Virtual

# **9. CATALOG DESCRIPTION**:

Effective communication skills (verbal/nonverbal, written) as they relate to managerial role (meetings, presentations, interviews) across all levels of the organization, with appropriate use of technology

# 10. PREREQUISITE:

ENGL 1301 and 1302, or consent of school

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Essentials of Business CommunicationLooseLeaf + Mind Tap | Guffey | 10th | 2016 | Cengage\*\* Bundle \*\*  | 9781-30569-9748 | 2/29/16 |

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Explain the importance of communication in business, especially at the management level.
* Write with clarity and precision.
* Demonstrate the four major techniques for emphasis in writing.
* Describe the process of writing effective business messages.
* Differentiate when to use and write indirect responses or orders.
* Demonstrate the use of persuasion in communications.
* Develop and prepare an effective electronic resume with cover letter.
* Prepare a well-planned, well-organized and well-constructed report both individually and collaboratively.
* Identify the needs, roles and content of long formal reports.
* Identify when and where to use graphics in managerial communication.
* Manage a meeting using good listening skills, good organizational skills, and good leadership skills.
* Deliver a formal oral presentation integrating appropriately selected technology tools.
* Demonstrate an understanding of the problems inherent in cross cultural communication
* Demonstrate an understanding and the ability to pursue proper research methods.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

100 Points – Discussion Board – 10 Week @ 10 points each week

100 Points – 5 Homework Assignments @ 20 points each

100 Points – Midterm Exam (25 multiple choice questions @ 4 points each)

100 Points – Final Exam (25 multiple choice questions @ 4 points each)

A – 90 - 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F Below 60

**17.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

May 28 – Jun 3

Week One

Read Chapters 1 & 2 - Answer Discussion Questions

Jun 4 – Jun 10

Week Two

Read Chapters 3 & 4 - Answer DQs

**HOMEWORK # 1**

Jun 11 – Jun 17

Week Three

Chapters 4 & 5 - Answer DQs

Jun 18 – Jun 24

Week Four

Chapters 6 & 8 - Answer DQs
**HOMEWORK #2**

 Jun 25 – Jul 1

Week Five - Answer DQs

**MIDTERM DUE**

Jul 2 – Jul 8

Week Six

Read chapters 9 & 10 - Answer DQs

Jul 9 – Jul 15

Week Seven

Read Chapter 11 - Answer DQs

**HOMEWORK # 3**

Jul 17 – Jul 22

Week Eight

Read Chapter 12 - Answer DQs

Jul 23 – Jul 29

Week Nine

Read Chapter 13 – Answer DQs

**HOMEWORK # 4**

Jul 30 – Aug 5

Week Ten

Read Chapter 14- Answer DQs

**HOMEWORK # 5**

Aug 6 – Aug 11

Week Eleven - **Submit Final Exam**

# 19. ADDITIONAL INFORMATION

Faculty may add additional information if desired.