

**MGMT 3310 - MANAGERIAL COMMUNICATION
2008**

Course Number and Title: MGMT 3310 Managerial Communication

Instructor: Amona Blackwell

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Prerequisite: ENGL 1301 and 1302, or consent of instructor.

Required Resource Materials: Textbook ISBN: 007-331-7098

Title: Basic Business Communication - Text

Publisher: McGraw-Hill

Edition: 11th

DESCRIPTION:

Practical management communication in today's organization: application of writing, verbal and nonverbal skills as they relate to management; holding productive meetings; conferences, interviews speaking effectively and developing useful organization skills

OUTCOME COMPETENCIES:

Students should understand the accepted techniques and procedures for presentation of written business reports, oral reports, and public speaking. At the end of the course students will be able to initiate and answer routine letters, prepare a resume, cover letter, thank you letter; develop interviewing techniques and deliver effective oral presentation

STATEMENTS: "This class will adhere to zero tolerance for using someone else's work as your own."

"It is university policy that no otherwise qualified disabled person be excused from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting"

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

COURSE REQUIREMENTS

Participation: Discussion Questions/Weekly comments

Homework: 10 written assignments

Mid-Term: Multiple choice and T/F exam. See Assignments

Final Exam: Multiple choice and T/F exam. See assignments

COURSE EVALUATION

Grading scale

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

I = For Incomplete

W = For Withdrawal

Grading Weight (based on 1000 points possible)

Homework = 25 % of grade = 100 points

Participation/DQs = 25% of grade = 100 points

Midterm Exam = 25 % of grade = 100 points

Final Exam = 25 % of grade = 100 points

Grand Total = 400 points

COURSE SCHEDULE OF ASSIGNMENTS

Week One

Read Chapter 1 & 2

Answer Discussion Questions

HW – **Critical Thinking Exercise** Pg 20 # 1 (10pts)

Week Two

Read Chapters 3 & 4

Answer Discussion Questions

HW – **Critical Thinking Exercise** Pg 65 # 9 (5pts)

Critical Thinking Question Pg 83 # 10 (5pts)

Week Three

Read Chapters 5 & 6

Answer Discussion Questions

HW - **Critical Thinking Questions** Pg 108 # 1 (5pts)

Critical Thinking Questions Pg 143 # 11 (5pts)

Week Four

Read Chapters 7 & 8

Answer Discussion Questions

HW – **Critical Thinking Questions** Pg 188 #1 (5pts)

Critical Thinking Exercises Pg 228 # 2 (5pts)

Week Five Jun

Answer Discussion Questions

Midterm Due

Week Six

Read Chapter 9

Answer Discussion Questions

HW – **Critical Thinking Problems** Pg 285 # 5 (10pts)

Week Seven

Review Chapter 9

Answer Discussion Questions

HW **Critical Thinking Questions** Pg 284 # Questions 3 (10pts)

Week Eight

Read Chapters 10

Answer Discussion Questions

HW - **Critical Thinking Questions** Pg 321 # 7 (10pts)

Week Nine

Read Chapters 11

Answer Discussion Questions

HW – **Critical Thinking Problems** Pg 361 # 1 (10pts)

Week Ten

Read Chapters 14 & 16

Answer Discussion Questions

HW – **Critical Thinking Questions** Pg 459 # 6 (10 pts)

Week Eleven

Submit Final Exam –

HW – **Critical Thinking Questions** Pg 500 # 5 (10pts)