



**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: 4 written assignments

Resume Project: 2 Page Resume

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 = 50 points

Resume = 50 points

Participation/DQs = 100 points

Midterm Exam = 100 points

Final Exam = 100 points

Grand Total = 400 points

COURSE SCHEDULE OF ASSIGNMENTS

Nov 10-16 Week One Read Chapter 1 & 2 Answer Discussion Questions
Nov 17 – 25 (Nov 27/28 Holiday) Week Two Read Chapters 3 & 4 Answer Discussion Questions
Dec 1 – 7 Week Three Read Chapters 5 & 6
Dec 8 - 14 Week Four Read Chapters 7 & 8 Answer Discussion Questions
Dec 15-21 Week Five Answer Discussion Questions Midterm Due
Jan 5-11 Week Six Read Chapter 9 Answer Discussion Questions
Jan 12 - 18 Week Seven Review Chapter 9 Answer Discussion Questions Resume Pkg Due
Jan 19-25 Week Eight Read Chapters 10 Answer Discussion Questions
Jan 26- Feb 1 Week Nine Read Chapters 11 Answer Discussion Questions
Feb 2 – 8 Week Ten Read Chapters 14 & 16 Answer Discussion Questions
Feb 9-14 Week Eleven Submit Final Exam –