

COURSE SYLLABUS

Business	BMG 204	Managerial Communications (CRN 1043)
Department	Course No.	Course Title
3	online	
Credit Hrs.	# lecture hrs./week	# lab hrs./week
Prepared by	Patty Raymond	Spring Session 2019 Online Date
	Faculty Member	
Course prerequisites:	Placement in English 101 or English 101E	
Course Location (building/room number):		
Meeting time (days/hours):	Spring 2019	
Office Hours	T-R 1:45 -3:15	
Contact Information	Email: Blackboard Tn. 860 343-5772	

SCOPE OF COURSE

This Management course is an introduction to the principles of management and their application to the business organizations. Emphasis is placed upon the management functions: development of a philosophy of total quality management; interpersonal behavior and business problem solving skills.

PROGRAM/DISCIPLINE LEARNING OUTCOMES CONTAINED IN COURSE

In today's competitive business environment, employers expect graduates to possess a certain skill set. The goal of the Business Division is to incorporate the following outcomes from each course:

- Critical thinking, problem solving and analytical skills
- Current technological skills
- Interpersonal skills and awareness
- Teamwork, team-building and project focus
- Knowledge of ethical and legal business behavior

- Awareness and respect for other perspectives
- Global awareness and respect for other perspectives
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

IMPORTANCE OF COURSE IN PROGRAM/DISCIPLINE

Managerial Communications (BMG 204) provides the student with the fundamentals to the principles of business communication and their application to organizations and is required of all business students. Effectiveness in business communications is crucial. The knowledge, skills, and attitudes needed to effectively communicate with people are the same as those necessary in real life. This course provides each student a firm business communications foundation and an opportunity to develop his/her own, unique personal mastery in a diverse office environment.

LEARNING OUTCOMES:

Effective written and oral communication skills are essential in today's competitive business environment, it is essential that you:

1. write effectively and concisely, using proper grammar, spelling, word choice, and syntax
2. write business letters, memoranda, reports, electronic messages, resumes, and letters of application
3. effectively deliver oral presentations using multiple media to convey your message
4. practice effective listening techniques and developing skill in using good concentration and critical thinking

Textbooks and other required readings/computer software/materials/library reserve room:

Fundamentals of Contemporary Business Communication. 2nd edition, Scot Ober, Houghton Mifflin Company, Boston, MA, 2007.

1. Access to the Internet is required. Middlesex Community College provides computer facilities that include access to the Internet, and access to Microsoft Office application software products. Students who do not have their own computers will find adequate facilities available for their use.

2. All students must have a Banner ID number to access college computer facilities Instructions will be given in the efficient use of the extensive electronic library holdings.
3. All students will be required to complete current readings from periodicals, newspapers, and the Internet as a supplement to the required textbook readings.

Evaluation methods (exams, term papers, projects, etc.), percentages towards final grades, and relation to course objectives:

Several hours per week of computer time are required for students to complete assignments and to keep up with the calendar of chapters.

Preparation and Class Discussions

Abstract / Articles/Cases

Homework/Internet Research Assignments and Readings

Written Managerial Communications Research project (mandatory)

Preparation and Study Time: You must prepare for each class by reading all assigned material and completing all homework activities prior to class. This course requires students to spend a significant amount of time outside of the classroom in individual and/or group study. At least one - two hours should be spent studying outside of the class for every hour spent in the classroom. Students who regularly prepare for class tend to successfully achieve their academic goals.

Participation:

You are expected to attend each class session and to be prompt. You must have your textbook, homework, a notebook, and a writing instrument. Each student is expected to contribute meaningfully to class discussions. The wide range of interests and experiences held by class members will reflect the diversity of today's business organizations. We can all learn more from each other than from the instructor alone.

The professor will evaluate each student's participation and contribution to the class. Your grade for class participation will be based on the content and quality of participation (rather than frequency), and initiatives to enrich discussions. A student who attends and participates regularly will receive the maximum assessment for this portion of his/her grade. A student who attends regularly but chooses to not participate, or attends infrequently, will receive the minimum assessment.

. Withdrawal:

A student may withdraw from any course after the add/drop period, until the end of the 11th week of the semester. This deadline is published in the Academic

Calendar. A student must take the responsibility for initiating and completing a withdrawal. It is in the best interest of the student to discuss a withdrawal with his/her academic advisor, and/or the instructor of the course.

If for any reason, a student is unable to complete the course, he/she must follow the college policy and officially withdraw from the course. Appropriate forms are available at the Records Office. If a student does not withdraw, he/she will be awarded the letter grade earned. Once a grade is officially recorded with the Registrar, the grade will NOT be changed at a later date. There will be NO exceptions to this policy.

Incomplete:

An Incomplete is a temporary grade assigned when course work is missing, and the student agrees to complete the course requirements. Although the student may request an "I", the faculty member is not required to honor the request. If an "I" is assigned, the faculty member will set forth, in writing, a description of the work to be completed, the date by which the work must be submitted (ie. the end of the 10th week of the next standard semester), and a statement that the "I" will change to an appropriate letter grade if the work is not completed within the specified period of time.

A student will be issued an Incomplete ONLY if he/she makes direct contact with the instructor, prior to Final Exam Week. An "I" will be given only for work unfinished because of illness, accident, or other unavoidable absence, and when the instructor determines that the student has a reasonable chance of successfully completing the required work.

"Ethics and Honesty in the Classroom"

"At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities.

Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally." (Board of Trustees' Policy 5.2. 1)

Teacher's Responsibilities to Students:

- I will be prepared to teach each class each day we are in session.
- I will treat each student with dignity and respect
- I will be accessible to all students who need help and will assist them to find appropriate tutorial assistance if necessary
- I will attempt to make all assignments clear and concise and grade and return student's work in a timely fashion

- I will be available during office hours to address student's concerns when an appointment has been made in advance

Student's Responsibilities to the Course

- You will be responsible to prepare for each class session (all readings complete and assignments done)
- You will be responsible to have all written assignments or oral presentations ready on the dates required.
- You will be expected to treat each other and the instructor with respect
- you will be expected to conduct yourself in an appropriate manner while you are in attendance in this course

Plagiarism: Presenting another's work without acknowledgement is plagiarism and will not be tolerated. Please see the "Ethics and Honesty in the Classroom" above.

ADA Accommodations Statement

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Religious Accommodation Statement

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Use of Computing Resources

All resources and facilities of the Data Processing Labs, including the computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not subject to criminal

prosecution in accordance with Section 53a-250, et seq., of the General Statutes.

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY! For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, religious accommodations, weather and emergency closings, and more, please go to the following website: www.mxcc.edu/catalog/syllabus-policies/ or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: www.mxcc.edu/nondiscrimination/.

Course Syllabus

Spring 2019: Course opens – 3/3

This document includes important information about each of the modules that make up this course, module objectives, and summaries of each module's gradable activities and associated deadlines. Please carefully review the "Let's Get Started" learning module for additional important information about this course, such as the course overview and Student Contract, instructor contact information, detailed grading policies, course navigation information, etc. Below is a summary of the most important grading information and the requirements to successfully complete this course.

In order to be successful in this course

By the last day of the course, you must:

- Satisfactorily complete all of the gradable work in the course. The total possible points is 1000, which includes all possible points for gradable assignments, weekly discussions, gradable reflective journals, and the final reflective paper), **AND**
- Satisfactorily complete and submit the final reflective paper. This is mandatory--you cannot be awarded the certificate without it, **AND**
- Demonstrate mastery in your practice shell of the technical proficiencies listed below. Successful completion of **all** of your assignments will be considered mastery. If you do **not** successfully complete all technical assignments, you will be required to demonstrate proficiency before the end of the course. No additional points will be awarded for this work.

Each assignment in the course is graded using a rubric with specific point

values for various steps and sub steps that must be completed for each assignment, so you should carefully review and print out this information.

This enables each participant to easily determine where they may have lost points for a given assignment. This approach also contributes to a high degree of consistency in grading, by different instructors. The rubric used for discussion forums and journals are much simpler and simply assess whether the discussion/journal instructions were addressed directly and specifically, whether any minimum word count requirements were met, and whether the discussion or journal posts were submitted on time.

If you fail to submit an assignment or required discussion or journal post, you will receive a zero. Partial credit is not awarded for late submissions.

Details of exactly what is expected in regard to grading for the various activities in this course are included in the *"Let's Get Started" module*. The required due dates for all gradable activities are included in the Syllabus and in the "gradable activities" page in each module. Please read them carefully.

Figuring out "Where You Stand" in the *BMG 204* course

I use the "1000 Point Grading System" in this course and one nice thing about it is that it's pretty easy for you to be able to figure out how you're doing at any point in the class.

Here's how you can do the math to figure it out for yourself. It's easy to do!

1. Look at **My Grades** and at the current "Overall Total" at the bottom.
2. Look at how many UNGRADED items still remain and tally up how many "potential points" are still outstanding for the assignments, discussions, and reflective journals in future modules, plus the (MANDATORY!) **Final Exam**. The number of possible points for EVERY Module is listed in the syllabus
3. Add up your current "overall total points" plus the number of "possible points" for items you have not yet been graded on.
4. The number you come up with will tell you how much "wiggle room" you have in terms of the number of points you need to earn between the module you're in and the end of the course!

Grading Scale

<u>Letter Grade:</u>	<u>Total Points</u>
A	930-1000
A-	900- 920
B+	870- 890
B	830- 860
B-	800- 820
C+	770 – 790
C	730 – 760
C-	700 – 720
D+	670 – 690
D	630- 660
D-	600-620
F	Below 600

Chapters

Unit Outlines/Unit Objectives/Expected Outcomes/Assessment Measures:

Dates	Management Concepts:	Assignments:	Points
<p><i>Course Module 1</i></p> <p>Chapter 1</p> <p>Orientation and Overview of Managerial Communications</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following:</p> <ol style="list-style-type: none"> 1. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> 2. Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.) <p>BOTH of the above posts must meet the deadlines shown at right in order to earn points for the weekly discussion—there is no partial credit for discussions or journals—they are “all or nothing”.</p>	<p>Read pgs. 2-20</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 3/6 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/8 (this holds true throughout the course)</p> <p>Module 1 Discussion/ Legal Ethical Challenge</p> <ol style="list-style-type: none"> 1. Pg. 8 # 19 Critical Thinking 2. Pg. 11# 8 Critical Thinking <p>Saturday 3/9 (this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Module 1 Assignment 1</p> <ol style="list-style-type: none"> 1. Pg. 19 # 4 Filter <p>Module 1 Assignment 2/ Contract</p> <p>You will open the Word document that is included as an attachment to Assignment 3, “sign it” by typing in your name at the bottom along with the date. Then save it as a PDF file. Attach the PDF file to the assignment when you submit the assignment.</p> <p>pp. 19 Ex. 1, 3, and 7) Journal Assignments/Individual</p>	<p>25</p> <p>25</p> <p>Pass/ Fail</p> <p>25</p>

<p><i>Course Module 2</i></p> <p>Chapter 2: Contemporary Issues in Business Communication</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following:</p> <ol style="list-style-type: none"> 1. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> <p>Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Read pgs. 21-48</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 3/6 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/8 at 11:59 pm (this holds true throughout the course)</p> <p>Module 2 Discussion 2/ Legal Ethical Challenge</p> <ol style="list-style-type: none"> 1. Pg. 35 #9 Critical Thinking 2. Pg. 41 #8 Critical Thinking <p>Saturday 3/9 (this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Module 2 Assignment 1</p> <p>Individual Writing assignment #2 Pg. 46 Complete # 6</p> <p>Journal Entry pp. 46 – 47 Ex. 1, 5, 7, 9, and 10) Journal Assignments</p>	<p>25</p> <p>25</p> <p>20</p>
<p><i>Course Module 3</i></p> <p>Chapter 3: Interpersonal Communication Skills</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following:</p> <ol style="list-style-type: none"> 1. Click CREATE 	<p>Read pgs. 49-73</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 3/6 At 11:59 pm is always the deadline for these initial posts</p>	

	<p>THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u></p> <p>Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Reply to at least one participant due no later than Friday 3/8 at 11:59 pm. (this holds true throughout the course)</p> <p>Module 3 Discussion Assignment 2/Legal Ethical Challenge</p> <p>1. Pg. 68 #9 Critical Thinking</p> <p>Saturday 3/9 (this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Module 3 Assignment 1</p> <p>1. Pg. 73 # 11 Planning a Business Meeting</p> <p>Journal Entry</p> <p>pp. 72 – 73 Complete Exercises, # 3, 4, and 5) Journal Assignments/Individual</p>	<p>25</p> <p>25</p> <p>20</p>
<p>Module 4</p> <p>Five-Step Writing Process continued</p> <p>Introduction to Chapter 4, Developing Your Business Writing Skills</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following:</p> <p>2. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for</u></p>	<p>Read pgs. 76-97</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 3/13 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/15 (this holds true throughout the course)</p> <p>Module 4 Assignment 2/Legal Ethical Challenge</p>	<p>25</p>

	<p style="text-align: center;"><u>this activity.</u></p> <p>3. Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>1.Pg. 84 # 10 Critical Thinking 2. Pg. 91 # 8 Critical Thinking</p> <p>Saturday 3/16 (this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Module 4 Assignment 1</p> <p style="padding-left: 40px;">1. Pg. 92 -93 A Simple Memo</p> <p>Journal/Individual</p> <p>Pg. 95 - 97, Exercises 3, 4, 5, 8, and 10) Journal Assignments/Individual</p>	<p style="text-align: right;">25</p> <p style="text-align: right;">20</p>
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<p>Module 5</p> <p>Chapter 5 Revising Your Writing</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following:</p> <ol style="list-style-type: none"> 1. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> <p>Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Read pgs. 98-127</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 3/13 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/15 (this holds true throughout the course</p> <p>Module 5 Assignment 2/ Legal Ethical Challenges</p> <ol style="list-style-type: none"> 1. Pg. 107 # 12 Critical Thinking 2. Pg. 115 # 9 Critical Thinking <p>Saturday 3/16 (this Saturday 11:59pm deadline holds true throughout the course for all assignments.</p>	<p style="text-align: right;">25</p> <p style="text-align: right;">25</p>
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		<p>Module 5 Assignment 1</p> <p>1. Individual Writing Assignment Pg. 128 – 129 -This is part of the letter writing packet assignment. Complete Project One</p> <p>Pg.124 - 127, Ex. 1,3,4,8,10, 15, 16, and 19) Journal Assignments/Individual</p>	<p>25</p> <p>20</p>
<p>Module 6</p> <p>Chapter 6</p> <p>Routine Letters, Memos, E-mail Messages</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following:</p> <ol style="list-style-type: none"> 2. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> <p>Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Read pgs. 133-155</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 3/13 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/15 (this holds true throughout the course)</p> <p>Module 6 Discussion 6</p> <ol style="list-style-type: none"> 1. Pg. 141 # 9 Critical Thinking 2. Pg. 148 # 10 Critical Thinking <p>Saturday 3/16 (this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Module 6 Assignment 1</p> <p>1. Individual Writing Assignment #4 Pg. 155 – 156, Routine letter. This is part of</p>	<p>25</p>

		<p>the letter-writing packet. Complete Project Two</p> <p>Module 6 Assignment 2/ Abstract</p> <p>1. Individual Abstract Assigned</p>	25
		<p>Pg. 151 – 154, Ex. 1, 3, 5, 8, and 11) Journal Assignments</p>	20

<p><i>Module 7</i></p> <p>Introduction to Chapter 7, Persuasive Letters, Memos, E - Mail Messages</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following: Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Read pgs. 156-179</p> <p>Discussions</p> <p>Initial Post due no later than Wed. 3/27 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/29 (this holds true throughout the course)</p> <p>Module 7 Discussion</p> <ol style="list-style-type: none"> Pg. 172 # 7 Critical Thinking Pg. 176 # 8 Critical Thinking <p>Saturday 3/30 (this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Module 7 Assignment 1</p> <p>Individual Writing Assignment #5 Pg.186, Writing Persuasive Message. This is part of the letter-writing packet. Complete Project Three</p>	25
			25

<p>Module 8</p> <p>Introduction to Chapter 8, Bad News Letters, Memos, E-mail Messages</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following: Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Pg. 182 – 185 Ex. 3, 7, 10, and 14) Journal Assignments</p> <p>Read pgs. 187-209</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 3/27 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/29 (this holds true throughout the course</p> <p>Module 8 Discussion 8</p> <p>1. Pg. 202 #7 Critical Thinking</p> <p>Saturday 3/30 (this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Module 8 Assignment 1</p> <p>Individual Writing Assignment #6 Pg. 209 Writing Bad News Letter. This is part of the letter-writing packet. Complete Project Four</p> <p>Pg. 205 – 208 Ex. 4, 7, and 11) Journal Assignments/Individual</p> <p>Read pgs. 212-246</p>	<p>25</p> <p>25</p> <p>25</p> <p>25</p>
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<p>Module 9</p> <p>Introduction to Chapter 9, Planning the Business Report and Managing Data</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following: Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Discussion</p> <p>Initial Post due no later than Wed. 3/27 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 3/29 (this holds true throughout the course)</p> <p>Module 9 Discussion 9</p> <p>2. Pg. 219 #11 Critical Thinking</p> <p>Saturday 3/30(this Saturday 11:59pm deadline holds true throughout the course for all assignments and journal entries below.</p> <p>Pg. 243 – 249 Ex. 1,5,6, and 11) Journal /Individual</p>	<p>25</p> <p>25</p>
<p>Module 10</p> <p>Introduction to Chapter 10, Writing the</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH the following:</p> <ol style="list-style-type: none"> 1. Click CREATE THREAD 	<p>Read pgs. 247-278</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 4/3</p>	

Business Report

for your initial post with your response to the discussion prompt questions. Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.

Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)

Module 11

Introduction to Chapter 11, Making Oral Presentations

"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH the following:

1. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.

Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)

At 11:59 pm is always the deadline for these initial posts

Reply to at least one participant due no later than **Friday 4/5** (this holds true throughout the course)

Module 10 Discussion

1. **Pg. 268 # 12**

25 points

Saturday 4/6 (this Saturday 11:59pm deadline holds true throughout the course for all assignments below

Module 10 Assignment / Final Project due 4/13 Sat. final exam week

1. **Pg. 279 Writing a Business Report**
2. **Utilize the Problem given or pick a different topic from the list on Pgs. 274 – 278 # 1-9. Follow the process and the Product on pg. 279 if you choose a different topic other than the one stated.**

Total weight is 100 points

No journal entry for this Module

Read pgs. 280- 307

Discussion/ No posts are required this week

Saturday 4/6 (this Saturday 11:59pm deadline holds true throughout the course for all assignments below

Module 11 Assignment / Making a Business Presentation

- 1. Pg. 307 Making a Business Presentation**
 - 2. Utilize the Problem given on Pg. 307, #3 on Pg. 304 or pick a different topic of your own. It must be a persuasive one. You must change a mindset. Follow the Process and the Product on pg. 307**
- You must submit a video of your presentation for the full weight**
Total weight = 75 points

No journal entry for this Module

No assignments are due

Module 12
Introduction to Chapter 12
The Job Search, Resumes and Job Application Letters

"Let's Talk About It" discussion:
 To earn the points for this activity, you must do BOTH of the following:

- 2. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.**

Click REPLY to respond to at least one other course

Read Pgs. 311– 341

Discussion/ No discussion is due this week

Saturday 4/6 (this Saturday 11:59 pm deadline holds true throughout the course for all assignments and journal entries below

Module 12 Assignment 1

- 1. Pg. 342 Resume and Cover Letter**
- 2. Submit both resume and cover letter**

	<p>participant's post. (You may respond to more than one if you wish.)</p>	<p>No Journal Assignment for this Module</p>	<p>25</p>
<p>Module 13</p> <p>Chapter 13</p> <p>Introduction to Chapter 13, Employee Interviewing and Follow – up</p>	<p>"Let's Talk About It" discussion: To earn the points for this activity, you must do BOTH of the following:</p> <ol style="list-style-type: none"> 1. Click CREATE THREAD for your initial post with your response to the discussion prompt questions. <u>Your discussion post must DIRECTLY AND SPECIFICALLY address the discussion prompts or you will not receive points for this activity.</u> <p>Click REPLY to respond to at least one other course participant's post. (You may respond to more than one if you wish.)</p>	<p>Read Pgs. 343-360</p> <p>Discussion</p> <p>Initial Post due no later than Wed. 4/10 At 11:59 pm is always the deadline for these initial posts</p> <p>Reply to at least one participant due no later than Friday 4/12 (this holds true throughout the course)</p> <p>Module 13 Discussion</p> <ol style="list-style-type: none"> 1. Pg. 351 #8 Critical Thinking 2. Pg. 355 #8 Critical Thinking <p>Saturday 4/13 (this Saturday 11:59 pm deadline holds true throughout the course for all assignments and journal entries below)</p>	<p>25</p>

		<p>Module 13 Assignment 1/No Assignment this week</p> <p>Pg. 359 – 360 Ex 2 and 5) Journal Assignments</p>	25
		<p>Read Pgs. 526-562</p> <p>Saturday 4/13 (this Saturday at 11:59 pm deadline holds true throughout the course for all assignments below</p> <p>Module 10 Assignment / Final Project due 4/13 Sat. final exam week</p> <ol style="list-style-type: none"> 1. Pg. 279 Writing a Business Report 2. Utilize the Problem given or pick a different topic from the list on Pgs. 274 – 278 # 1-9. Follow the process and the Product on pg. 279 if you choose a different topic other than the one stated. <p>Total weight is 100 points</p>	25
<p>All posts due no later than <u>Saturday 4/13</u> At 11:59 pm.</p>	<p>Final Research Paper – Essay due Sat. 4/13</p>		100

March 2019

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9						1	2
1	3 Class Begins	4	5	6 Discussion	7	8 Reply	9 Mod 1 - 3 Due
2	10 Week 1	11	12	13 Discussion	14	15 Reply	16 Mod 4 - 6 Due
3	17 Week 2	18	19	20	21	22	23
4	24 Week 3	25	26	27 Discussion	28	29 Reply	30 Mod 7 - 9 Due
5	31 Week 4						

April 2019

N°	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	Week 4 cont'd	1	2	3 Discussion Mod 10 Only	4	5 Reply	6 Mod 10 - 12
6	7 Week 5	8	9	10 No Discussion	11	12	13 Mod 13 & Final Project
7	14 New Classes Begin	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				