Course Description:
An exploration of the communication process in organizations and institutions. The course includes study and practice in interpersonal, small group and public communicative situations as those typically encountered in the workplace.

Class Meeting Times:
Tuesdays, 6:00 p.m. – 10:30 p.m.

Adjunct Professor:
Jennifer Worthington, jennifer.worthington@doane.edu, 308-398-0800.

Required Text:
Business Communication, 2012 2\textsuperscript{nd} edition, Flatley, Lentz, McGraw Hill Publisher
ISBN-13 9780073403168

Handouts:
- Plagiarism: What It is and How to Recognize and Avoid It, Produced by Writing Tutorial Services, Indiana University, Bloomington, IN, taken from http://www.indiana.edu/~wts/wts/plagiarism.html.
- Doane College Academic Integrity Policy, reprinted from the Doane College Student Handbook.

Course Objectives:
- Identify different styles of communication used in the workplace.
- Learn the value of verbal as well as nonverbal skills in communicating.
- Develop understanding of cultural diversity and its enrichment in the business environment.
- Develop an understanding of good listening skills in the workplace.
- Develop skills in oral presentations including the use of current technology to enhance delivery of message.
- Become aware of gender communication styles as it relates to the world of work.
- Develop interpersonal skills as it relates to the workplace.
- Develop small group communication skills as an enriching tool for better communication in the workplace.

Course Format:
This course will be conducted on a lecture, discussion and activity basis. In-class participation is essential.

Assessment and Class Policies:
- Students will be able to obtain a total of 750 points as follows:
- 550 points – business communication web activities and case studies (25 points per activity)
- 200 points – in-class activities/presentations
  If applicable, all written assignments must be typed (double-spaced), and use a font of no less than 12pt.
- Grading Scale –
  
  
  \begin{center}
  \begin{tabular}{cccc}
  97\%-100\% & = & A+ & \\
  93\%-96\% & = & A & \\
  89\%-92\% & = & B+ & \\
  85\%-88\% & = & B & \\
  81\%-84\% & = & C+ & \\
  78\%-80\% & = & C & \\
  74\%-77\% & = & D+ & \\
  70\%-73\% & = & D & \\
  69\% & Below & = & Failing Grade \\
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- All course material must be read prior to course meetings; late assignments will not be accepted.
- Attendance is mandatory for success in this course– please advise instructor of necessary absences prior to class. Class participation points cannot be made-up.
- A non-hostile and professional atmosphere is essential. All students and the professor will treat each other with respect and courtesy during all class sessions.