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:
M: Business Communication, 3rd edition, Rentz, McGraw Hill Publisher
ISBN-9780073403229

Handouts:
- Plagiarism Handout
- 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.
- 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 in a lecture, discussion and activity basis. In-class participation is essential.

Assessment and Class Policies:
- Students will be able to obtain a total of 900 points as follows:
  - 200 points – discussion board (25 points per activity)
  - 200 points – in-class participation in discussion (50 points per session)
  - 200 points – individual presentations (50 points each)
  - 100 points – group activity
  - 200 points – current events articles (50 points each)
- If applicable, all written assignments must be typed (double-spaced), and use a font of no less than 12pt.
- Grading Scale –
  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% and Below = Failing Grade
- 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.