**MISSISSIPPI VALLEY STATE UNIVERSITY**

**Department of Business Administration Program**

**BA 320 – Business Communication and Report Writing**

**Fall 2018**

**Instructor:** J. Bryant, Ph.D.

**Office:** Building Education Building - #206 **Office Phone:** 662.254.3909

 **Email:** jjbryant@mvsu.edu

**Office Hours: Tuesday** 12:30p.m. – 4:30p.m.

 **Wednesday** 10:00a.m. – Noon (By appointment only)

 **Thursday**  12:30p.m. - 4:30p.m.

**Days, Time and Location of Class Meeting:** Tuesday & Thursday 9:25a.m. – 10:40a.m.;

 **Room #202**

**Required Course Resources**

**Carol M. Lehman; Debbie D. DuFrene**/BCOM 9 (9781337117302)

**Student Courseware**

* Internet Access and a jump drive
* <https://login.cengage.com/cb/login.htm>

**Software Requirements**

* Microsoft Windows
* Microsoft Office Suite

# Catalog Course Description: (3 hrs.)

The course is designed to refine human relations and writing skills through practical written business messages, research proposals and research reports.

**Student Learning Outcomes**

Upon completion of the course, students will be able to:

1. The foundations of business, interpersonal and group communication
2. Planning and preparation of spoken and written messages
3. Communication through voice, electronic and written messages
4. Communication through reports and business presentations; and

 communication for employment

**Course Requirements**

Students must have basic computer skills, working within Windows system environment, navigating the Internet, and familiarity with E-mail, Excel, PowerPoint and Word programs. The first week begins the first day of the term. Students should allow at least 6-8 hours a week to complete the course work. All assignments **MUST** be submitted using the appropriate software.

**Grading Scale**

 **Points**

Chapter Assignments (11 @ 25) 275

Practice Quiz (11 @ 10) 110

Unit Tests (4@ 50) 200

Mid-term & Final (2 @ 100) 200

Group Project (1 @ 150) 150

Electronic Portfolio (1 @ 75) 75

**Total:**  1010

**A = 909 – 1009**

**B = 808 – 908**

**C = 707 – 807**

**D = 606 – 706**

**F = Below 60%**

**Grade Appeals:**

Any student who believes s/he has been graded unfairly during a semester should work actively and positively with me to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved should appeal the grade by following University procedures as outlined in the Student Handbook. When submitting a written complaint regarding grading practices, it is imperative that the student keep copies of supporting documentation (***course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available*).**

**Make-up Policy: To be determined by the instructor. It is your responsibility to keep up with what you are missing and contact me to discuss if the assignments can be turned in.**

**Attendance and Participation Policy:**

Regular and punctual attendance is required and strongly suggested in all credit generating classes. I suggest that you make every class meeting and **be on time**. Students must comply with class attendance policies set by individual faculty members and complete all work required for each course.

When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed. When students know in advance that they will be absent from class, instructors should be notified and arrangements made to secure assignments.

**Students may obtain an official excuse from class from the Office of the Vice President for Student Affairs, due to an emergency (illness, accidents, jury duty, or death in the immediate family) or for attendance at officially-authorized functions and authorized field trips sponsored by the University. Official excuses must be presented to the instructor within seven days from the date of the absence in order for students to make up any work missed.**

**Submission of Work**

Scheduled assignments MUST be completed and successfully submitted by due dates and time. Assignments automatically become unavailable after the due date/time expires. Late submission of assignment will NOT be accepted, no exceptions will be made.

**Special Needs and Accommodations**

Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If you feel you are eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must be registered with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located inside the EMAP Computer Lab in the Technical Education (IT) Building to register for the program at the beginning of each semester. If you are determined to be eligible after your confidential consultation, you will be provided with a Memo of Accommodations that must be submitted to each of your instructors.

For more information or to schedule an appointment, please contact Mr. Billy Benson, Jr. via phone or email at 662-254-3005 or billy.benson@mvsu.edu.

**Academic Integrity:**

All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, failing to meet academic and professional requirements, will result in an automatic “F ”. The University’s academic honesty and plagiarism are enforced in this course.

**NOTE:** I will be happy to assist you with any course-related issues during my office hours, and if you are not free during that time, we can arrange an appointment for another time.

***NOTE: This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the syllabus.***

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| **Weeks** | **Chapters/Topics** | **Activities and Assignments (All Assignments are to be turned in on time.)****HW = Homework Assignment****E = Exams****PQ = Practice Quizzes** |
| **Dates** | **COMMUNICATION FOUNDATION** | **Activities and Assignments** |
| **8/20– 8/31** | **Chapter 1: Establishing A Framework For Business Communication** | **HW: Write****PQ: Practice Quiz****A: Week 1** |
| **9/3 – 9**/**7** | **Chapter 2: Focusing on Interpersonal and Group Communication** | **HW: Collaborate****PQ: Practice Quiz****A: Week 2****E: Chapters 1-2 (9/13)** |
|  | **COMMUNICATION ANALYSIS** | **Activities and Assignments** |
| **9/10 – 9**/**14** | **Chapter 3: Planning Spoken and Written Messages** | **HW: Collaboration in Class****PQ: Practice Quiz****A: Week 5** |
| **9/17 – 9**/**21** | **Chapter 4: Preparing Written Messages** | **HW: Read****PQ: Practice Quiz****A: Week 6****Q:Chapters 3-4 (9/27)** |
|  | **COMMUNICATION THROUGH VOICE, ELECTRONIC, AND WRITTEN MESSAGES** | **Activities and Assignments** |
| **9**/**24 - 9**/**28** | **Chapter 5: Communicating Electronically** | **HW: Speak****PQ: Practice Quiz****A: Week 10** |
| **MIDTERM 10/2 – 10/6** |
| **10**/**8** – **10/12** | **Chapter 6: Delivering Good and Neutral News Messages** | **HW: Write****PQ: Practice Quiz****A: Week 11** |
| **10/15 - 10/19** | **Chapter 7: Delivering Bad News Messages** | **HW: Digging Deeper****PQ: Practice Quiz****A: Week 12****Q: Chapters 5-7 (10/25)** |
| **10/22** – **10**/**26** | **Chapter 8: Delivering Persuasive Messages**  | **HW: Collaborate****PQ: Practice Quiz****A: Week 13** |
|  | **COMMUNICATION THROUGH REPORTS AND BUSINESS PRESENTATIONS** | **Activities and Assignments** |
| **10/29 - 11/2** | **Chapter 12: Designing and Delivering Business Presentations** | **HW: Speak****PQ: Practice Quiz****A: Week 7****Q: Chapters 8 &12 (11/8)** |
|  | **COMMUNINCATION FOR EMPLOYMENT** | **Activities and Assignments** |
| **11/5 - 11/9** | **Chapter 13: Preparing Resumes and Application Messages** | **HW: Collaborate****PQ: Practice Quiz****A: Week 3** |
| **11/12 - 11/16** | **Chapter 14: Interviewing For a Job and Preparing Employment Messages** | **HW: Think****PQ: Practice Quiz****A: Week 4** |
| **FALL BREAK & THANKSGIVING HOLIDAY** **11/20 - 11/24** |
| **PRESENTATIONS 11/26 – 11/30** |
|  **COMPREHENSIVE FINAL** **EXAM 12/3 -12**/**7** |

***I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.***

***~ Maya Angelou***