

BUS 060 ESSENTIALS IN WORKPLACE COMMUNICATION (3 Units)

Instructor: Vicki Vilorio 760-791-1849

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Office 1713 Office Hours: M-Th Noon to 1 p.m.

Course # 20773

Tuesdays & Thursdays 10:15 - 11:40 a.m.

TERM HOURS: 54 Lecture

LETTER GRADE or PASS/NO PASS

COURSE DESCRIPTION:

Emphasizes the basic elements and skills necessary for effective workplace communications, business vocabulary-pronunciation, spelling, meaning, and punctuation. Standard letter writing styles will also be stressed. (Nontransferable. AA/AS degree only)

Institutional Student Learning Objectives:

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

Student Learning Outcomes

- 1 Using analytical and written skills in an oral presentation, persuade an audience of a certain point of view.
- 2 Analyze a business letter.
- 3 Create a letter following the six C's of correspondence.

COURSE OBJECTIVES:

- 1 Make oral presentations using a variety of business topics.
- 2 Apply principles of writing by using case studies in group activity and by explaining effective techniques for general business correspondence.
- 3 Apply principles of business presentations by explaining effective techniques for business correspondence.
- 4 Role play human relations scenarios.
- 5 Organize an effective resume and application package to present to future employers.
- 6 Recognize the basic guidelines for writing reports for an organization.
- 7 Compose a business document using word processing software.

TEXTBOOK: BCOM 2011-2012 Edition, Lehman / Dufrene

GRADING: Chapter Exams: 50% Assignments: 50%

Grading Scale is as follows:

90 - 100% **A** 80 - 89% **B** 70 - 79% **C** 60 - 69% **D**

Makeup Exams

Makeup Exams must be taken before the next class meeting. Please call me to make arrangements.

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible. Room 2117, Health Sciences Bldg., 760 355-6312..

CIS 060 (Course #20773)
Essentials in Workplace Communication
Tuesday / Thursday 10:15 a.m. - 11:40 a.m.
Spring 2013 Timeline

Week	Date	Chapter	Topic
1	15-Jan		Course Overview
	17-Jan	1	Establishing a Framework for Business Communication
2	22-Jan	2	Focusing on Interpersonal and Group Communications
	24-Jan		
3	29-Jan	3	Planning Spoken and Written Messages
	31-Jan		
4	5-Feb	4	Preparing Spoken and Written Messages
	7-Feb		
5	12-Feb		Exam Chapters 1 - 4
	14-Feb	5	Communicating Electronically
6	19-Feb	6	Delivering Good- and Neutral-News Messages
	21-Feb		
7	26-Feb	7	Delivering Bad-News Messages
	28-Feb		
8	5-Mar	8	Delivering Persuasive Messages
	7-Mar		
9	12-Mar		Review Chapters 5 - 8
	14-Mar		
10	19-Mar		Exam Chapters 5 - 8
	21-Mar	13	Preparing Resumes and Application Messages
11	26-Mar	9	Understanding the Report Process and Research Methods
	28-Mar		
	2-Apr		NO CLASS
	4-Apr		SPRING BREAK
12	9-Apr	10	Managing Data and Using Graphics
	11-Apr		
13	16-Apr	11	Organizing and Preparing Reports and Proposals
	18-Apr		
14	23-Apr	12	Designing and Delivering Business Presentations
	25-Apr		
15	30-Apr		Review Chapters 9 - 12
	2-May		
16	9-May		Exam Chapters 9 - 12