

MGMT 1515: Communications

Fall Semester- 2009

Section 40- ENTIRELY ONLINE

Instructor: David C. Layne, Ph. D.

Office: G2G at Taft College, 29 Emmons Park Drive, Taft, CA 93268

Office Hours: M-F 8:00 a.m. – 5:00 p.m. unless in class, or by appointment

Student Contact Hours: The instructor is available Monday through Thursday from 1:30 p.m. to 2:00 p.m. to work directly with students on this course.

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Prerequisites: None

Credit: ½- Semester Credit

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended.

Total Hours: 8 Hours of Lecture,
1-2 Hours Homework for each hour of lecture.

Class Meets: Only for TWO WEEKS, as this is a mini-course which ENDS on FRIDAY NIGHT.

Course Description:

This course (formerly MGMT 13) is a ½ semester credit course designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills, and specific supervisory communication skills.

Type of Class: Degree Credit

Textbook: Decker, B. (2006). *Communication Skills for Leaders: Delivering a Clear and Consistent Message*. 3rd Ed. Boston, MA: Crisp Fifty-Minute Series, NETg Publishing
ISBN10: 1-4188-6490-0 or ISBN13: 978-1-4188-6490-3

Learning Objectives:

At the end of this course, students will be able to:

1. Describe stress,
2. Identify internal and external stressors,
3. Differentiate between stress management strategies,
4. Analyze case studies and apply techniques stress management techniques to them, and
5. Employ problem-solving techniques useful in supervisory capacities.

Homework and Examinations:

All homework is found in the ETUDES section labeled, "Tasks, Tests, and Surveys." Each lesson is assigned a Task which contains a reading and response. Each task is worth 30 points.

All lessons also contain an online discussion topic which can be found in the ETUDES section labeled, "Discussions and Private Messages." There are eight discussion topics which require students to respond to a prompt and then answer back to two other students in the learning community. Each discussion topic can earn up to 25 points.

The final project is a brief case study on communications that requires students to examine a communication "experience," and evaluate it by using the six leadership skills and nine behavioral communication skills learned in this course.

There is no final examination for this class.

Grading Policy:

8 Topics @ 30 Points Each	= 240 Points
8 Discussions @ 25 Points Each	= 200 Points
1 Case Study @ 150 Points	= <u>150 Points</u>
Total Points:	= 590 Points
90- 100% = A	
80-89% = B	
70-79% = C	
69 - = F	

General Course Policies:**Keys to success in this class-**

1. Since this is only a two week class, students must try to do a lesson every weekday, and remember *this course ends on a Friday night*.
2. Take time to do the work required in your text before attempting the Tasks and Discussions.
3. Remember to reply to two other students in every discussion topic.
4. If you have questions or get stuck, get in touch with me immediately as there is little time for us to solve problems in this short course.

Scope and Sequence:

The course is comprised of 3 modules which contain 8 lessons. There is also a final project for the course. The typical lesson requires students to read sections out of their texts, do several surveys, complete questionnaires, do specific tasks as homework, and go online and participate in the discussion forum for each lesson.

Here is a listing of the Modules, their Lessons, Tasks, and Discussions:**PRE-SURVEY****Module 1: Interpersonal Communication**

a. Introduction	No Text	
b. Learning Community	No Text	Discussion #1- Introductions
c. Lesson #1: Cues, Clues, Connections	Pg. #3-10	Task #1, Discussion #2

Module 2: Communication Habits

a. Lesson #2- Habits and Stages	Pg. #11-118	Task #2, Discussion #3
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Module 3: Communication Behaviors

a. Lesson #3- Eye Communication	Pg. #19-28	Task #3,
b. Lesson #4- Body Expressions	Pg. #29-43	Task #4, Discussion #4
c. Lesson #5- Appearances	Pg. #44-49	Task #5, Discussion #5
d. Lesson #6- Voice and Language	Pg. #50-65	Task #6, Discussion #6
e. Lesson #7- Listening- "Say What?"	Pg. #66-75	Task #7, Discussion #7
f. Lesson #8- Humor and Be Natural	Pg. #76-88	Task #8, Discussion #8
g. Final Project	Pg. #89-93	Case Study
h. End of Course Survey		

****NOTE:** The instructor reserves the right to change the scope and sequence to meet the needs of each class.