

Advanced Comm. in Management

BMGT-2305

Summer I 2021 Section F03 CRN-31295 3 Credits 06/07/2021 to 08/09/2021 Modified 06/22/2021

Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 10:30 am	MW	Federal Prison Camp	Jun 07, 2021 - Aug 09, 2021	Lecture	Juan Saldua (P (Primary)) <input type="checkbox"/>

Lecture

Thursday, 12:00 PM to 2:30 PM, Bryan Women's Federal Prison

Contact Information

Instructor: John Saldua

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Office: Building D, Room 107
Phone: (979) 209-8299

Description

A study of advanced principles of oral and written communications for managers.

Three class hours per week. Credit: Three semester hours.

Requisites

Prerequisites: None

Corequisites: None

Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

1. Apply procedures for writing reports, proposals, and conducting research.
2. Produce oral presentations.

3. Demonstrate professionalism while developing effective listening, nonverbal, meeting, team and cross-cultural skills.*

4. Implement problem-solving and critical thinking skills in preparing business messages and presentations.*

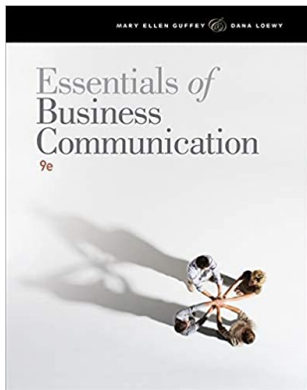
☰ Materials

Essentials of Business Communication

Author: Mary Ellen Guffey; Dana Loewy

Publisher: Cengage

Edition: 9th



☰ Course Requirements

✓ Evaluation

Homework	50%
3 Exams	30%
Final Exam	20%

Criteria

Letter Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

🏛️ Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-](https://www.blinn.edu/administrative-)

[regulations/](#)) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](#)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student’s Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the May Minimester, Summer I, and Summer II semesters: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

* Course Policies

📅 Schedule

Week	Week	Content	Homework	Exams	Hours
1	7-Jun	Chapter 1	Workplace Communications	10	4.8
		Chapter 2	Planning Business Messages	10	
2	14-Jun	Chapter 3	Composing Messages	40	4.8
		Chapter 4	Revising Messages	40	
3	21-Jun	Exam 1	Major Grade 1 - Chapters 1-4	100	4.8
4	28-Jun	Chapter 5	Electronic Messages/Digital Media	40	4.8
		Chapter 6	Positive Messages	40	
5	5-Jul	Chapter 7	Negative Messages	40	4.8
		Chapter 8	Persuasive Messages	40	
6	12-Jul	Exam 2	Major Grade 2 - Chapters 5-8	100	4.8
7	19-Jul	Chapter 9	Informal Reports	40	4.8
		Chapter 10	Proposals and Formal Reports	40	
		Chapter 11	Professionalism at Work	40	
8	26-Jul	Chapter 12	Business Presentations	40	4.8
		Chapter 13	Job Search, Résumés & Cover Letter/ Explanation Letter	40	
		Chapter 14	Interviewing and Following Up	40	
9	2-Aug	Exam 3	Major Grade 3 - Chapters 9-14	100	4.8
10	9-Aug	Comprehensive Final Exam	Major Grade 4 - Chapters 1-14	200	4.8
		TOTAL		500	48
		GRAND TOTAL POINTS		1000	