

CLASS NUMBER AND NAME: **ENN303B—MANAGEMENT COMMUNICATIONS II**

TOTAL HOURS/UNITS: 24 HOURS—2 UNITS

PREREQUISITES: ENN303A—Management Communications I

TEXTS AND MATERIALS: *Fundamentals of Management: Essential Concepts and Applications, 7/e.* Custom Textbook, Pearson Education. Robbins, Stephen P., and DeCenzo, David A. Prentice Hall, 2011. (ISBN 9780558884215)
College to Career Transitions for Gainful Employment: Thought Patterns for a Successful Career. The Pacific Institute. (ISBN 9781930622203)

CLASS DESCRIPTION: This class is designed to develop personal economic value, interpersonal communication, decision-making skills, presentation skills, and interviewing techniques used in today's business.

CLASS OBJECTIVES: The student will gain an in-depth view of various interpersonal communications in the business environment. The student will apply critical thinking and problem-solving techniques to meet challenges in interpersonal leadership, decision-making, negotiation, and interviewing techniques used in today's business.

CLASS FORMAT OVERVIEW: This course is a combination of lectures, class discussion, and individual and group activity sessions.

REQUIREMENTS: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

CLASS ATTENDANCE: It is critical to the student's success to attend class every day to obtain necessary information and practice. Students must maintain 80% (20 hours of a 24 hour class) attendance in order to pass the class.

METHODS OF INSTRUCTION: As lecture and class discussion are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class.

LATE TESTING:

LATE WORK IS NOT ACCEPTED FOR CREDIT IN THIS COURSE. ALL ASSIGNMENTS MUST BE TYPEWRITTEN USING A LEGIBLE FONT. ANY STUDENTS SUBMITTING DUPLICATE WORK WILL RECEIVE AN F IN THE CLASS.

TESTING:

Tests and quizzes will be given as determined by the instructor.

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If a student is not present on the day of a test and has not made arrangements with the instructor to take the test early, the student will automatically be given a 10 percent penalty.

GRADING POLICIES:

The grade for each project will be determined by the following criteria:

Mechanics and English

Originality

Professional Appeal and Impact

Research/Content/Critical Thinking

The final grade in this course will be based on the average score of the assignments, projects, and attendance percentage.

The final grade will be determined by the following percentages of total points as follows:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

Below 60 = F

ANTICIPATED LEARNING
OUTCOMES:

Upon completing this course, the student will be able to:

1. Utilize a solid foundation of the interpersonal communication necessary in today's business environment.
2. Identify effective leadership behaviors in the workplace.
3. Demonstrate the ability to present information to groups in an organized fashion.
4. Use research techniques to write an effective comparison report.
5. Demonstrate the necessary skills as an interviewer and as an interviewee in the application process.
6. Compile an employment portfolio for job search.

ENN303B Schedule				
Week	Monday	Tuesday	Wednesday	Thursday
1	Lecture: Leadership Read/Questions Chapter 5	Presentation Preparation Choose topics for presentation	Presentation Preparation Summary and Practice presentation	Presentation Preparation
2	Student Presentations Chapter 5 questions	Lecture: Decision Making Process Read/Questions Chapter 6 Choose topic for team project	Work on Team Comparison Report Complete individual sections of presentations	Work on Team Comparison Report Complete Report and presentation
3	Comparison Report	Student Presentations Chapter 6 questions	(TPI text) Unit 1 My future—one step at a time pp 5-8	Unit 2 Goal Setting pp 16-19
4	Unit 3 Mind Management pp 30-38	Unit 4 Focusing my Mind pp 46	Unit 5 Flick Back/Flick Up pp 54-56	Unit 6 Preparation and the Competitive Edge pp 66-74
5	Unit 7 Taking Charge of my Life pp 83-84	Unit 8 It's all about the Internal Emotion pp 92-93	Unit 9 Yes, Beliefs are that Powerful pp 102-103	Unit 10 Me, by Design Unit 11 pp 112-113 Tomorrow's Opportunities pp 122-123
6	Mock Interview Preparation Portfolio Due	Mock Interviews Portfolio and Job Description Required	Mock Interviews Portfolio and Job Description Required	Mock Interviews Portfolio and Job Description Required

All schedules are subject to change to meet the learning objectives
at the discretion of the instructor.