

**South Plains College**  
**Common Course Syllabus: Online SPCH1321**  
**Fall 2024**

**Department:** Communications

**Discipline:** Speech Communication

**Course Number:** SPCH1321

**Course Title:** Business & Professional Communication

**Available Formats:** Conventional, Internet, Hybrid

**Campuses:** Levelland, Reese, Plainview, Lubbock Center

**Course Description and Purpose**

Welcome to SPCH 1321-Business & Professional Communication! It is my sincere hope that you will learn to enjoy the process of public speaking while gaining confidence, improving your skills, and making new friends.

This course includes the basic principles of speech applied to communications in business and professional settings. The course emphasizes practice in the construction and delivery of several types of speaking situations and the application of interpersonal skills that occur in a business, organizational, or professional setting.

**Prerequisite:** None **Credit:** 3 **Lecture:** 3 **Lab:** 0 **This course satisfies part of a Core Curriculum Requirement:** Institutional Foundational Component Area (090)

**Core Curriculum Objectives addressed**

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Social Responsibility**—to include the demonstrated knowledge and competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

**Professor Information**

**Professor:** Stephanie Stanley-Allen      **Email:** sstanleyallen@southplainscollege.edu

\*If you would like to meet virtually, send me an email and we can set up a Zoom meeting with a cell phone or laptop.

**Required Course Textbook** *Business Communication-Strategies for Success*

**Available online:** <https://sites.google.com/austincc.edu/buscommoer/home?authuser=0>

**Supplies & Requirements**

1. Textbook (see above)
2. One audio recording device (most students use a phone or laptop—ask me if you don't have something to record with BEFORE buying something)
3. Notebook(s) and pen/pencil/highlighter
4. Choice of sensory aid materials for oral presentations
5. Access to a computer for online activities, quizzes, and tests

6. Check Blackboard Announcements and Week Assignments every weekday.

### **Communication Plan**

- I typically check my email several times on weekdays, but not on weekends (Friday night, Saturday, Sunday). If you do not hear back from me, please contact me again.
- Please use the SPC email found on page 1 of the syllabus for sending e-mail messages to me. I do not use the messages application in Blackboard.
- I will be posting course related announcements in Blackboard under “Announcements” & “Tasks”.
- Please feel free to ask me questions AFTER you have read the relevant course information and/or watched the video if there is one. I cannot personally give instructions to each student, but I am **happy** to answer questions you have AFTER you have prepared by reading and/or watching. If it is obvious you have not read/watched, I will refer you to the correct place to get the answer.

### **Technical Requirements**

- Desktop or laptop computer
- High-speed internet access This is ESSENTIAL. If we cannot hear or see you during your speech, I must take points off for that. I cannot give points for something I cannot see or hear.
- SPC E-mail (you MUST check it regularly, or forward it to the account you do check)
- Microsoft Office (Mac users, convert your files to .pdf or .docx documents before submitting)
- Adobe Reader (download from [Adobe.com](http://Adobe.com) )
- Audio and video capabilities (for watching and listening to course content)
- Web camera and microphone (for video conferencing and recording vlogs)
- Blackboard system requirements
- [Zoom system requirements](#)

### **Recommended Course Materials**

- A USB headset with microphone or headphones (for video conferencing)
- Digital video recording equipment capable of recording up to 10 minutes of video footage

### **Student Self Care & Mental Health**

According to everydayhealth.com in an article called *What is Self-Care and Why Is it Important for your Health?* by Moira Lawler, “Self-care is anything you do to take care of yourself so you can stay physically, mentally, and emotionally well. Its benefits are better physical, mental, and emotional health and well-being. Research suggests self-care promotes positive health outcomes, such as fostering resilience, living longer, and becoming better equipped to manage stress.

Common examples of self-care include: maintaining a regular sleeping routine, eating healthy, spending time in nature, doing a hobby you enjoy, and expressing gratitude. Self-care can look different for everyone, but to count as self-care, the behavior should promote health and happiness for you.” Ha! I am just remembering how hard it was to do most of these things in college, and that was before I was a parent and caretaker.

I care about your mental and physical health. I realize that the vast majority of students have many responsibilities and we each have different loads that we carry. I want you all to succeed. We all have problems. If there is anything I can do to help you, please let me know! Really.

SPC does have mental health information and services. This is a link to where you can find the resources online.

<https://www.southplainscollege.edu/health/studenthealth.php> This information comes from the website:

Licensed professional counseling is available free of charge to students. Counseling services in-person are available on the Levelland Campus and Lubbock Downtown Center. Virtual appointments are available for all campuses.

Office Hours: Monday – Friday 8:00am-4:00pm

For more information, please call 806-716-2529 or email rcanon@southplainscollege.edu

### **Student Learning Outcomes**

Upon successful completion of this course, students will:

1. Demonstrate communication competence and critical thinking through an understanding of the foundational communication models.
2. Demonstrate essential public speaking skills in professional presentations.
3. Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, leadership and performance appraisals.)
4. Apply essential dyadic and small group processes as they relate to the workplace.
5. Utilize various technologies as they relate to competent communication.
6. Demonstrate effective cross-cultural communication.

### **Course Requirements for Students**

1. To read the information assigned; you will be tested on this material, in addition to class lecture/discussion materials on scheduled exams.
2. To take thorough notes and study all lecture material, informational handouts, and assigned readings.
3. To actively participate in class discussions and group activities.
4. To show maturity and professionalism in preparation of assignments and in classroom behavior.
5. To show courteousness to fellow classmates/speakers.
6. To initiate consultations with the instructor whenever assistance is needed regarding class assignments.
7. To appropriately cite information obtained from other sources, both in written and verbal formats. Please refer to the academic honesty section below for further details.
8. To initiate withdrawal from the course if absences become excessive.

### **Student Code of Conduct Policy**

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening will not be tolerated and may lead to disciplinary action and/or removal from class.

### **Plagiarism and Cheating**

Students are expected to do their own work on all outlines, quizzes, presentations, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in an outline or paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or

4. Missing in-text or verbal citations.

Cheating violations include, but are not limited to, the following

1. Obtaining an examination by stealing or collusion.
2. Discovering the content of an examination before it is given.
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination: **I expect you to use notes and the textbook for quizzes.**
4. Entering an office or building to obtain unfair advantage.
5. Taking an examination for another.
6. Altering grade records.
7. Copying another's work during an examination or on a homework assignment.
8. Taking pictures of a test, test answers, or someone else's paper.
9. Using AI to complete an assignment with no individual creation.
10. AI can be a great way to brainstorm for or improve an assignment. It should not be used to replace your brain. AI content is often wrong.
11. Remember, AI is a tool to support your learning, but it cannot replace the critical thinking, creativity, and independent work that are integral to your academic growth.
12. When you use AI for your work, you need to cite it.

See the campus AI policy. <http://catalog.southplainscollege.edu/content.php?catoid=59&navoid=2027>

### **Course Organization**

Chapters are available on this document & Chapter Tests are posted on Blackboard.

All other assignments will be posted under Announcements on Blackboard.

**Check your email often!**

You can access your grades on the Blackboard Course Menu (My Grades). Grades will be posted after the due date and after all assignments have been graded. Speech Grading Rubrics will be made available to you when speeches are assigned so that you can prepare for my assessment methods.

Your final grade will be determined as follows:

- To earn an A, you need 89.5%
- To earn a B, you need 79.5%
- To earn a C, you need 69.5%
- To earn a D, you need 59.5%
- If your percentage is 59.4 or less, you will earn an F

If you have questions about or are concerned about a specific grade you earned, you will need to email me or visit me in virtual or face-to-face office hours to discuss the grade. If you want to appeal a grade you earned on a specific assignment, you have one week after the grade has been posted in Blackboard to approach your instructor about your questions or concerns. After one week, I will consider the matter closed. When you approach me after viewing your grade, you are expected to have revisited the assignment or speech description, the grading rubric, and the feedback provided to you by me.

### **Assignment Submissions**

You will submit all assignments through their designated submission link explained in Blackboard. On the first submission, you may have some questions. PLEASE LET ME KNOW IF YOU HAVE QUESTIONS. I usually allow unlimited

submission attempts so if it does not work the first time, you can just try again. If you repeatedly submit your assignment in the wrong place or just email it to me, I will deduct 5 points from the assignment.

You are required to title your assignments in the following format: **Lastname\_Firstname\_Assignmentname.docx**  
Example: Greene\_Rebecca\_PeerFeedback.docx

All text document files should be submitted as .docx or .pdf files. I will ask you **once** to convert a .pages or other file to a .pdf file, and after that incorrect file types will receive a 0.

### **Course Meetings**

In our first live Zoom meeting, we will introduce ourselves and the course.

In the second Zoom meeting, you will present your Informative Speech.

In our third Zoom meeting, you will present your Persuasive Speech.

### **Course Grades**

#### **50%** Major Assignments

- Informative Speech - 10%
- Persuasive Speech - 10%
- Group Project Video - 10%
- Information Gathering Interview - 10%
- Resume and Cover Letter - 10%

#### **25%** Tests

- 11 Chapter Tests - 20%
- Final - 5%

#### **25%** Activities

- 8 Activities - 25%

Introductory Speech, Intro Speech Peer Eval. Activity, Speech Observation Activity, Interview Google Form, Resume Activity, Interview Activity, Small Group Activity, Communication Styles Survey

**BONUS GRADE!** Watch a speaker in public sometime this semester before May 5th and submit the speaker evaluation form provided. This will serve as a BONUS (9th Grade) for activities or replace an activity grade during the semester.

### **Course Work**

1. **Presentations** You will deliver three major speeches in the course. More information about speech purposes and topics, instructions, and assessment methods will be included in the project folder. Below you will find basic information about each speech.
2. **Peer and Self-Evaluations** You will complete peer evaluations and self-evaluations. These evaluations will give you the opportunity to reflect on your own speeches and the speeches of your group members.
3. **Chapter Tests** You will take chapter exams based on chapter and supplemental readings, lecture videos, and any other supplemental material presented in each week.

4. **Learning Participation & Activities** You will complete learning activities designed to help you apply course material and prepare for your upcoming speeches.
6. **Career Research Interview** You will find a professional in a job you would like to have 5-10 years after finishing your education. You will interview the professional about that career. You may either audio record the interview or do a short, videoed presentation about what you learned in your interview.
7. **Group Project** You will be assigned a group and together you will present a persuasive presentation.
8. **Final** There will be 1 final exam at the end of the semester.

### **Attendance & Late Work**

#### **Video Conferences**

Video Conferences in which you will deliver synchronous speeches are mandatory. Because our meeting times are scheduled, **ONLY in case of an emergency will you be allowed to make-up ONE speech. You MUST contact me via email or office phone BEFORE the video conference starts to let me know you will not be able to attend.** You must provide documentation of the emergency. If you miss more than 1 video conference, you will be dropped from this class. Lack of preparation does not count as an emergency. The instructor determines the date/time of the makeup and it will result in a deduction of points of 20 pts. You must present it live. **DO NOT record your speech and send me a link. It will not be graded.**

#### **Late Work Policy**

Week quizzes, learning activities, discussions, vlogs/comments, speech uploads, and peer and self-evaluations are due by 11:59pm Central Standard Time on the due date listed on the Course Schedule. If something comes up and you need an extension, please email me. I will typically allow a few extensions. If you have something major happened that may affect you for longer than a week during the semester, please let me know.

#### **Withdrawal Policy**

It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated frequently, and students can seek guidance from Professor Greene throughout the term to help decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

#### **Computer Crash**

Not having a working computer or a crashed computer during the semester will not be considered as an acceptable reason for not completing course activities at a scheduled time for a prolonged period of time. If you have a one-time issue, I will usually work with you. **Tip:** Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

#### **Server Problems**

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and date. If the server experiences unforeseen problems your course instructor will send an email and make adjustments as necessary.

#### **Lost/Corrupt/Disappeared Files**

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in

cyberspace, etc.) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I do not receive it (lost in cyberspace) or it is corrupted when I open it, you need to resend it to me, corrected, with little or no “downtime” regarding the timeline for submission.

### **Professor Expectations of the Student**

- You are expected to log into the Blackboard course **every weekday** to be aware of announcements/reminders and to pace your progress in the course.
- You are expected to check your email frequently. I will send email reminders for assignment details.
- Higher institutions recommend that students plan to spend 2-3 hours of outside study for every 1 hour of in-class time. For an online 3 credit-hour summer class, that means a total time investment of 6-9 hours per week. This is a time investment! Make sure you have the time.
- Online course activities promote learning and the creation of a learning community, so they are encouraged and expected.
- You will video conference from ONE location per conference. You will NOT video conference in a moving car, especially IF YOU ARE DRIVING. It is dangerous, it is unprofessional, and the connection will often have issues. I may disconnect you from the video conference if you connect in a moving car. You will be counted absent from the Video Conference if you connect from a moving vehicle that you are driving.
- Students are expected to maintain an online environment conducive to learning, which includes “netiquette” (**Internet etiquette**).
  - Ensure that your e-mail messages, discussion board postings, and other electronic communications are thoughtful.
  - Be concise and clear.
  - Diverse opinions are welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others. If you disagree with someone, respond with respect.
  - I encourage you to read written responses to yourself aloud before you post them. I often catch my own awkward phrasing and other mistakes when I read my written words aloud BEFORE I hit send/submit.
  - To my knowledge I have not had this happen yet, but if you are cyberbullied by anyone in our class, please let me know immediately! It is my responsibility to make sure you feel safe and respected by me and your classmates. I take that responsibility seriously.

### **Course and Technical Help**

Please call or e-mail me if you have course-related questions. I am here to guide you through the course. I will try to respond to calls and e-mails within 24 hours during the week and 48 hours (about 2 days) on the weekend. If you do not hear from me within that time, please contact me again.

Be aware that the Instructional Technology office and Blackboard both recommend using a browser other than Internet Explorer when using Blackboard.

Please realize that this is not a computer class, so our content is business and professional communication, not Windows or Word processing. I can answer any questions about the course content or assignments, but I will be no help with technical problems.

### **Blackboard Support**

For Blackboard support you make refer to the following resources:

1. When you log into Blackboard (BB), at the very top of the page, you will see a question mark icon with the word help next to it. Click on that icon.

2. You may also contact  
Secretary to the Director of Instructional Technology  
Ext. 2180  
Direct: 806-716-2180  
[blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu)

### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.

Different opinions are encouraged; disrespect is NOT. If someone is disrespectful, please let me know. If you feel I am disrespectful, please let me know. I have the ability to remove a student from our class if disrespect continues after the person is warned or if the first offense is serious enough. So far, this has never happened.

### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **Nondiscrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **Campus Concealed Carry**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>



Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### **Covid-19 Policy Statement**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

### **SPC Bookstore Price Match Guarantee Policy**

The SPC bookstore has a policy about price matching. Visit the bookstore for more details. However, for the purpose of this class, your textbook is free of charge available online. **SPC TextBook Syllabus Statement** TextBook Program: This course is in the SPC TextBook program, so you do not need to purchase a textbook or access code for this course.

- **What is TextBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TextBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TextBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TextBook:** Participating in TextBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TextBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*\*Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to [pwells@texasbook.com](mailto:pwells@texasbook.com). Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** [pwells@texasbook.com](mailto:pwells@texasbook.com) / **Phone:** 806-716-2097 **Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610

## Schedule for Business & Professional Communication

Stephanie Stanley-Allen, MA  
[sstanleyallen@southplainscollege.edu](mailto:sstanleyallen@southplainscollege.edu)

<u>Week</u>	<u>Read</u>	<u>Do</u> (By Sunday at Midnight)	<u>Meet / Turn In</u>
Week 1: August 26-September 1	Syllabus & Schedule	GOALS	INFORMATIONAL FORM
Week 2: September 2-8	<u>Chapter 1</u>	PRCA, <b>Chapter 1</b>	LIVE Zoom Meeting!!! Week of September 2-8 or September 9-15
Week 3: September 9-15	<u>Chapter 9</u> , Intro Speech Assignment	<b>Chapter 9 Test</b>	
Week 4: September 16-22	<u>Chapters 10 &amp; 11</u>	<b>Chapter 10 &amp; 11 Tests</b>	Submit <b>Intro Speech</b> by 9/22, Midnight
Week 5: September 23-29	<u>Chapter 12</u>	<b>Chapter 12 Test</b>	<b>Intro Speech Peer Eval.</b> by 9/29 Midnight
Week 6: September 30-October 6	<u>Chapters 5 &amp; 6</u>	<b>Chapter 5 &amp; 6 Tests</b>	<b>Speech Observation Activity</b> by 10/6 Midnight
Week 7: October 7-13	Resume/Cover Letter/Interview Packet	<b>Interview Google Form, 10/7 by Midnight</b>	<b>LIVE Zoom Meeting Informative Speech</b> Week of 10/7-10/13
Week 8: October 14-20	Resume Article	<b>Resume Activity, 10/20 by Midnight</b>	<b>Resume/Cover Letter Assignment 10/20, midnight</b>
Week 9: October 21-27	<u>Chapter 3</u>	<b>Chapter 3 Test</b>	
Week 10: October 28-November 3	Interview Article	<b>Interview Activity, 11/3 by Midnight</b>	<b>Interview Assignment 11/3, midnight</b>
Week 11: November 4-10	<u>Chapter 4</u>	<b>Chapter 4 Test</b>	
Week 12: November 11-17	<u>Chapter 7</u>	<b>Chapter 9 Test</b>	<b>Communication Styles Survey 11/17, midnight</b>
Week 13: November 18-24	<u>Chapter 8</u>	<b>Chapter 10 Test</b>	LIVE Zoom Meeting <b>Persuasive Speech</b> Week of 11/18
Week 14: December 2-8	<u>Chapter 2</u>	<b>Chapter 11 Test</b>	<b>Small Group Activity 12/8 Midnight</b>
Week 15: December 9-12	Skills Employers Look For Research	<b>Final Exam (Dec 8)</b>	<b>Group Presentation DUE 12/10, midnight</b>

Textbook Available online: Business Communication-Strategies for Success

<https://sites.google.com/austincc.edu/buscommoer/home?authuser=0>

**CHAPTER 1: COMMUNICATING FOR CAREER SUCCESS:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-1?authuser=0#h.paufwht6oebx>

**CHAPTER 2: ORGANIZATIONAL LEADERSHIP:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-2?authuser=0#h.mx20dw2ik3m>

**CHAPTER 3: VERBAL & NONVERBAL MESSAGES:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-3?authuser=0#h.x3m5ybypwtyz>

**CHAPTER 4: INTERPERSONAL SKILLS IN A GLOBAL WORKPLACE:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-4?authuser=0#h.2my0ltcm6bja>

**CHAPTER 5: MANAGING YOUR CAREER:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-5?authuser=0#h.tj2hczmd0nsh>

**CHAPTER 6: INTERVIEWING SKILLS:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-6?authuser=0#h.v1lwnj7hh7xd>

**CHAPTER 7: GROUP DYNAMICS & CONFLICT:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-7?authuser=0#h.8uxd8wvdrkr>

**CHAPTER 8: EFFECTIVE MEETINGS:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-8?authuser=0#h.elxdb5ha9nh8>

**CHAPTER 9: TYPES OF PRESENTATIONS:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-9?authuser=0#h.joig2gy5z7vx>

**CHAPTER 10: PLANNING & ORGANIZING:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-10?authuser=0#h.4bka6b60b64p>

**CHAPTER 11: SUPPORTING YOUR MESSAGE:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-11?authuser=0#h.ep9nn4bccau6>

**CHAPTER 12: DELIVERING PROFESSIONAL PRESENTATIONS:**

<https://sites.google.com/austincc.edu/buscommoer/chapter-12?authuser=0#h.xfts13seccj7>