

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Business Management</u>								
COURSE RUBRIC AND NUMBER	<u>BMGT 1305</u>								
COURSE TITLE	<u>Communications in Management</u>								
COURSE CREDIT HOURS	<table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">3</td> <td style="text-align: center; border-bottom: 1px solid black;">3</td> <td style="text-align: center; border-bottom: 1px solid black;">:</td> <td style="text-align: center; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td style="text-align: center;">Lab</td> <td></td> </tr> </table>	3	3	:	0	Credits	Lec	Lab	
3	3	:	0						
Credits	Lec	Lab							

I. Catalog Description

Discusses the basic theory and processes of communication skills necessary for management of an organization's workforce. Emphasizes written business communication documents. Successful completion of ENGL 1301 is strongly recommended. **(3:0)**.

II. Course Objectives

- A. Identifying the importance of communicating effectively.
- B. Identify the Seven C's of communication.
- C. Identify cultural variables.
- D. Apply technology in the business environment.
- E. Identify steps in planning an effective business message.
- F. Create and design the business document; i.e., good-news, bad-news, unsolicited business documents.
- G. Develop letters, reports, memos, and proposals.
- H. Apply strategies for improving oral presentation and listening.
- I. Demonstrate proficiency in recognizing adjectives, adverbs, pronouns, and punctuation rules and demonstrate correct use.

III. THECB Learning Outcomes (WECM)

- 1. Explain the communication process.
- 2. Identify and remedy major communication barriers.
- 3. Describe how communication contributes to effective management.

IV. Evaluation

The semester grade will be determined by the following grade range:

- 90%-100%
- 80%-89%
- 70%-79%
- 60%-69%
- 0%-59%

V. Disability Statement (American with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.