



Your University of Choice

COURSE SYLLABUS

Term: Fall 2018

ORMN 425: Business Communications

Instructor Information:	
Instructor Name	Jeannine M. Pellettiere
Office Number:	
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Other Contact :	Jeannine126@comcast.net
Hours Available:	Mondays 3:30 -4:30; Wednesdays 3:30- 4:30 or arranged
Instructor Background: B.A. History, Quincy University, B.G.S. (concentration in Business & Economics), Indiana University Northwest, M.P.A., Roosevelt University. The instructor has held various positions in the Chicago legal community for over 40 years and was most currently the Legal Administrator for Donohue Brown Mathewson & Smyth LLC. She currently owns an HR consulting firm, OpenWindows LLC.	

Course Information:	
Course Time:	Mondays: August 27, September 10, 17, 24 and October 1. 6:00-10:00 p.m. Whiting, IN
Classroom:	300
Prerequisites:	None
Textbook:	Guffey, M.E. and Loewy D. Business Communication, Process & Product, 9th Ed. South-Western Cengage: Mason, OH 2015.
Learning Outcomes/ Competencies: Students in this course will learn the nature of strategic management by: <ul style="list-style-type: none">• Identify the communication processes from the positions of “sender” and “receiver” in a variety of business and professional contexts, in a classroom environment to satisfaction.• Prepare and meet ethical, intercultural and technological challenges to communication, in a classroom environment to satisfaction.• Apply specific reasoned, practical and ethical business communication principles to composing and delivering business and professional messages, in a classroom environment to satisfaction.• Identify and apply necessary communication tools to help organizations meet and exceed their goals, in a classroom environment, to satisfaction.	

Course Description:

Identifies the formal structure, channels, and mechanisms for communication and the informal process of communication within an organization and its environment. Explores the dynamics of communication in and between organizational work units and how employee, supervisory, and management roles and perspectives affect communication.

Learning Strategies: Course readings, lectures, critical thinking exercises, submitted homework, and individual research and writing.

Experiential Learning Opportunities: Includes creating a business communication writing portfolio that encapsulates writing improvement exercises, memos, letters, report writing, preparing a professional resume and cover letter, and stressing social media etiquette.

Assessments:		
Homework assignments		30% of grade
Resume & cover letter		10% of grade
Paper		20% of grade
Final Exam		20% of grade
Attendance & participation		20% of grade
Assignments	Description	Due Date
	COURSE SCHEDULE:	
Read Chapters 1-4	Ex. 3.2 pg. 114; Ex. 4.4 and 4.5 pg. 152	August 27
		NO CLASS September 3 – Labor Day
Read Chapters 5-8	Ex. 6.10 p 208; Ex. 8.9 pg. 285 Prepare a professional resume and cover letter responding to a job advertisement in your chosen field.	September 10
Read Chapters 9-12	Ex.9.11 pg. 330; Ex. 12.13 pg. 473	September 17

Read Chapters 13-16	Prepare a 4 - page paper on the importance of business communication. Please cite a minimum of 3 references.	September 24
Final Exam	Using MS Word, texts, emails based on previous cover letter and job application.	October 1

Grading Scale:

A: 100 - 93 B+: 89 - 88 C+: 79 - 78 D: 60-69 F: 59 & below
A-: 92 – 90 B: 87 – 82 C: 77 - 72
B-: 81 – 80 C-: 71 – 70

Responsibilities:	
Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p><u>Arriving more than 10 minutes late or leaving early from a class, results in receiving half the attendance points for that class.</u></p>
Turning in Your Work	All work is due at the beginning of the class. Late assignments will lose one grade for every week the assignment is late.
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; <p>Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.</p>
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.

Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

Resources	
CCSJ Book Rental Program	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore . All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns

	which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts:	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html .