

GOVERNORS STATE UNIVERSITY
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

SYLLABUS

COURSE: MGMT 360, Business Communication
LOCATION: GSU Main Campus, Room 3380
TIME & DATES: Fridays, 6:00 - 8:00 PM, September 4 - December 11, 1998
TEXTBOOK: Locker, Kitty O., Business and Administrative Communication, Fourth Edition, Irwin/McGraw-Hill, Inc., 1998.
INSTRUCTOR: H. William Peterson. Telephone: 708/798-3133
COURSE DESCRIPTION: "Presents a comprehensive treatment of basic principles of verbal and nonverbal business communications, including business letters, memoranda, reports, oral communication, and technical report writing."
FORMAT: We will have lectures, discussions, homework assignments, and tests. A forthcoming memo will detail the homework assignments and any other relevant information.

SCHEDULE

THIS IS TENTATIVE AND MAY BE REVISED IN WHICH CASE YOU WILL BE NOTIFIED.

Sep 4 Introduction to course
Sep 11 Chapters 1 & 2
Sep 18 Chapters 3 & 4
Sep 25 Chapters 5 & 6, test review
Oct 2 Test on Chapters 1 - 6
Oct 9 Chapters 7 & 8
Oct 16 Chapters 9 & 10, test review
Oct 23 Test on Chapters 7 - 10
Oct 30 Chapters 11 & 12
Nov 6 Chapters 13, 14 & 15, test review
Nov 13 Test on Chapters 11 - 15
Nov 20 Chapters 16 & 17
Nov 27 Thanksgiving Holiday - no class
Dec 4 Chapters 18, 19 & 20, test review
Dec 11 Test on Chapters 16 - 20



GRADING CRITERIA

Your final grade will be determined by the number of points you earn. Each test will be worth up to 75 points for a possible total of 300. The homework assignments will be worth up to 200 points. Therefore, there are a potential 500 points to be earned.

A = 450, B = 400 - 449, C = 350 - 399, D = 300 - 349, F = 0 - 299

OMBUDSMAN: If you wish to communicate with me anonymously, contact the Ombudsman who is _____ Telephone number _____

MEMO

TO: Members of Business Communication class, MNGT 360
FROM: H. William Peterson (708) 798-3133 *HWP*
SUBJECT: Homework Assignments

As indicated on the syllabus, there are homework assignments which will contribute 200 points (or 40%) toward your final grade. Obviously, to do all that are included in the text would be unrealistic. Therefore, I have selected those that should be most meaningful. IF YOU HAVE ANY QUESTIONS ABOUT HOW TO DO THEM, LET ME KNOW. I AM HERE TO HELP YOU.

<u>ASSIGNMENT</u>	<u>DUE DATE</u>
Chapter 1 Page 30, 1-6	Sep 25
Chapter 2 Page 53, 2-5	Sep 25
Chapter 3 Page 79, 3-8	Oct 2
Chapter 4 Page 104, 4-11	Oct 2
Chapter 5 Page 123, 5-2	Oct 9
Chapter 6 Page 141, 6-4(b)	Oct 9
Chapter 7 Page 169, 7-9 & 7-10	Oct 16
Chapter 8 Page 199-200, 8-4	Oct 16
Chapter 9 Page 238, 9-3	Oct 23
Chapter 10 Page 267, 10-10	Oct 23
Chapter 11 Page 303, 11-13	Nov 6
Chapter 12 Page 322, 12-3	Nov 6
Chapter 13 Page 348, 13-2	Nov 13
Chapter 14 Page 389, 14-7	Nov 13
Chapter 15 Page 441-442, 15-5	Nov 13
Chapter 16 Page 463, 16-2	Dec 4
Chapter 17 Page 491, 17-2 (oral report)	Dec 4
Chapter 18 Page 524, 18-1 and Page 526, 1807	Dec 11
Chapter 19 Page 551, 19-9 and Page 552, 19-10	Dec 11
Chapter 20 Page 574, 20-4	Dec 11

EACH OF THESE 20 ASSIGNMENTS WILL BE WORTH UP TO 10 POINTS FOR A TOTAL OF A MAXIMUM OF 200 POINTS.

IF YOU CANNOT SUBMIT THESE ASSIGNMENTS BY THE DUE DATE, TELL ME WHY.

GOOD LUCK!

September 11, 1998