

Design Communication Course Overview

<u>Week #:</u> Date:	<u>Chapters Discussed</u> [Items Due]	<u>Reference Text</u>	<u>Assignments</u>
1st Section – Communication ‘Big Picture’ Overview			
1. 15 Jan	- Course Introduction/Overview	Lecture	Obtain Text Books
2. 20 Jan	- Basic Presentations/MS Word	Office 2003	Browse Chapters 1-4 Read Chapters 5-7
22 Jan	- Resume Writing	Lecture	Create Document
3. 27 Jan	- Resume Correspondence /Lab	Lecture	Create Resume
29 Jan	- Interviewing	Office 2003	Read Chapters 8-10
4. 3 Feb	- MS Excel/Exec. Presentations	Lecture	Create Spread Sheet
5 Feb	- Course Review [Resume Due]	Lecture	All Material To Date
5. 10 Feb	- [Exam #1]		
2nd Section – Communication Mechanics			
12 Feb	- Exam Review/MS Power Point/Lab (MS PPT/Word/Excel Integration)	Office 2003	Read Chapters 11-13 Create Graphic Chart
6. 17 Feb	- Getting Started w. Writing	Bus. Comm.	Read Chapters 1-2
19 Feb	- First Draft/Presentation Lab	Bus. Comm.	Read Chapter 3
7. 24 Feb	- Editing Skills/Presentation Lab	Bus. Comm.	Read Chapter 4
26 Feb	- Memos/Email/Pres. Principles	Bus. Comm.	Read Chapters 5-6
8. 3 Mar	- Preparation/Presentation Lab	Bus. Comm.	Read Chapter 7
5 Mar	- Effective Delivery/Dialogue/Raises	Bus. Comm.	Read Chap 8-9
9. 10 Mar	- Implementation Tools (Presentation Project - Informative/Sign Up)	Bus. Comm.	Read App. A, B & C Select 1 st Presentation Topic)
12 Mar	- Course Review	Lecture	All Material To Exam 1
10. 17 Mar	- Spring Break		
19 Mar	- Spring Break		
11. 24 Mar	- [Exam #2]		
3rd Section – Personal Communication Effectiveness			
26 Mar	- Review & Pres. Skills/Assessment	Lecture	Available to Review Pres.
12. 31 Mar	- [Project Presentations-10 min-5]	Student Pitch	Be Prepared
2 Apr	- [Project Presentations-10 min-5]	Student Pitch	Be Prepared
13. 7 Apr	- [Project Presentations-10 min-5]	Student Pitch	Be Prepared
9 Apr	- NO CLASS - Institutional Development Day		

<u>Week #:</u> Date:	<u>Chapters Discussed</u> <i>[Items Due]</i>	<u>Reference Text</u>	<u>Assignments</u>
14. 14 Apr 16 Apr	- Effective Meetings / Consensus - Effective Communication (Presentation Project - Persuasive/Sign Up)	Lecture 7 Habits	Ref. Part 1 & Habit 1 Select 2 nd Presentation Topic)
15. 21 Apr 23 Apr	- Effective Communication - Effective Communication	7 Habits 7 Habits	Ref. Habits 2-4 Ref. Habits 5-7
16. 28 Apr 30 Apr	- <i>[Project Presentations -15 min-5]</i> - <i>[Project Presentations-15 min-5]</i>	Student Pitch Student Pitch	Be Prepared Be Prepared
17. 5 May 7 May	- <i>[Project Presentations -15 min-5]</i> - Project Management	Student Pitch Lecture	Be Prepared
18. 12 May 14 May	- Course Review - <i>[Final]</i>	Lecture	All Material

Course Grading Components

<u>Course Assignments</u>	<u>Weighting Factor</u>
Resume/Cover Letter	5%
Exam #1	20%
Exam #2	20%
Presentation #1	10%
Presentation #2	20%
Final	25%
Extra Credit	TBD

Grading: A(100-93); A-(92-90); B+(89-87); B(86-83); B-(82-80); C+(79-77); C(76-73); C-(72-70); D+(69-67); D(66-63); D-(62-60); E(59-Below)

The student must average better than 70% or better to be successful in this course.