

Technical College of the Lowcountry
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BUS 268
SPECIAL PROJECTS IN BUSINESS

Course Description

This course covers an understanding of appropriate written and oral communication skills that will allow students to: - Interact with other people using interpersonal and leadership skills –Communicate with others using oral and written skills -Formulate and execute solutions to communication oriented problems in a business context.

<Prerequisites: ENG 100> 3 Cr (3 internship, 0 lab, 0 other)

Course Focus

Students learn importance of proper business communication through study and practice with hands on experience.

Text and References

Not Required.

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

- prepare visual aids
- identify written communication components
- define poor listening skills
- discern cultural differences
- analyze writing examples
- provide privacy invasion examples
- discern ethical issues
- create work team agenda
- demonstrate internet searches
- understand importance resumes
- evaluate electronic information sources
- understand effective data
- compose persuasive message
- understand oral communication techniques
- compose routine memo
- compose bad-news memo
- articulate electronic communication techniques
- conduct internet searches
- explain non verbal communication barriers

explain verbal communication barriers
identify oral communication components
write job search letter
prepare data charts
write personal resume
provide constructive feedback
illustrate communication barriers
illustrate "you" attitudes
define good listening skills
prepare job interview checklist
edit business letter
delineate telephone techniques
draft report outline
upload written assignments
develop data questionnaire
list report purposes
list common report types
revise written document
analyze target audience
prescribe appropriate writing tone
enumerate writing styles
establish meeting checklist
exchange email messages
draft presentation outline

Student Contributions

Each student will spend at least 12 hours per week as a Business Intern working at Riverwalk Animal Hospital located at 58 Browns Cove Road Ridgeland, SC. Attendance and participation is critical in this class. A set of projects will be assigned and reviewed on a bi-weekly basis with the On-site Administrator and the Instructor during the 10 week course. Students will develop their work schedule with the On-Site Administrator and their Instructor. Students must purchase Student Liability Insurance from the college.

Student Contributions

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. Students are expected to complete all quizzes, exams, and homework assignments according to the published schedule. For TCL attendance policy, please refer to the student hand book.

Course Evaluation

Your grade will be based on the percentage of point's earned/the total number of points possible.

- (1) Journal 200 points
- (1) Essay 200 points
- (1) Oral Interview with Instructor 200 points
- (1) Resume 25 points
- (1) Internship Interview 25 points

The grading scale for this course is as follows:

90-100=A
80-89=B
70-79=C
60-69=D
0-59=F

Projects:

1. Prepare a resume

2. Contact employee and set-up internship interview
3. Complete internship interview
4. Set-up intern work schedule with employee that includes a minimum of 12 hours per week for 10 weeks.
5. Record internship activities in a weekly journal
6. Meet with their instructor to discuss their progress during an end of semester interview
7. Write an essay based on the Course Syllabus summarizing their experiences as an intern

*The Instructor reserves the right to modify the number of assignments and/or point totals as needed. The grade scale will not be modified.

Course Schedule

This online course material will be posted weekly. It is the student's responsibility to check Blackboard for new assignments, exams and projects. Please pay attention to assignment deadlines. Late work will not be accepted. Please see Blackboard for the schedule of coursework and assignment deadlines.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdrawal the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

o under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp