

# **Syllabus Communication**

Instructor: Grant Huhn

## **Description**

You may be thinking about a career in business; maybe you wish you had more confidence. Perhaps you want to improve your speaking ability... this Communication course will equip you with the knowledge and skills necessary to develop a mixed media Powerpoint presentation. You will learn about different types of communication, about body language, ways to increase your confidence, and how to use Powerpoint.

## **Objectives**

At the end of the course, you will:

- Increase your confidence
- Improve communication skills
- Expand your understanding of communication in all its forms
- Become familiar with Microsoft Powerpoint software
- Build public speaking experience
- Create and present a Powerpoint presentation
- Expand your world
- Have fun
- Pique an interest for further study and practice

## **Prerequisites**

The prerequisites skills for this class are:

- experience interacting with other human beings
- experience using a PC running Windows

## Textbooks

None.

## Resources

### Books:

(given in class)

### Links:

(given in class)

## Grading

<b>A</b>	90-100%	awarded for work that exceeds expectations and shows exceptional elegance and creativity
<b>B</b>	80-89%	awarded for work that exceeds expectations
<b>C</b>	70-79%	awarded for work that meets expectations
<b>D</b>	60-69%	awarded for work that is below expectation

You will be graded on the quality of your assignments, participation in class discussion, and performance on tests. Your total grade will include the following:

Weekly Exercises & Activities	30%	300 points
Participation in Classroom Discussion	20%	200 points
Quizzes	10%	100 points
Quick presentation	10%	100 points
Final Project	30%	300 points