COURSE SYLLABUS

COURSE: ACCOUNTING 690 – CURRENT TOPICS IN ACCOUNTING
(a.k.a. Speech 660: Business Communication)

DATES: January 10, 2006-May 9, 2006
DAY: Tuesday
TIME: 2:00-5:00 p.m.
LOCATION: E 203
OFFICE: A 401
OFFICE HOURS: Tuesday, 1:00-2:00 p.m. by appointment
PHONE: (808) 728-3355
E-MAIL: annabel@annabelchotzen.com
INSTRUCTOR: ANNABEL EVE CHOTZEN

BACKGROUND OF INSTRUCTOR: Annabel Chotzen has a Masters Degree in Public Administration from the John F. Kennedy School of Government at Harvard University. Ms. Chotzen has taught university courses for over eleven years including business communication, public speaking, professional writing, and negotiation. She was the State of Hawaii Toastmaster Champion in 1993 and 1998. In addition, she has given numerous motivational speeches and seminars to a variety of organizations. She was Director of Judicial Education for the State of Hawaii Judiciary, Executive Director of the Honolulu Charter Commission, Communications Coordinator for Castle & Cooke Properties, and Public Information Specialist for the City Rapid Transit Development Project. Ms. Chotzen has owned her own businesses in speaking and project development.

COURSE DESCRIPTION: Business Communication provides a foundation in the theories, ethics, and practices of business-oriented communication. Students will increase their skills in communicating effectively through speaking and writing. The course includes teamwork, conflict management, goal setting and time management. Students will gain practice in public speaking, professional writing, and working in groups.


ADDITIONAL REQUIREMENTS:
- All papers must be typed, double-spaced, and stapled with the correct assignment and due date listed on the top
- Students must have a computer disk for PowerPoint presentations

COURSE OBJECTIVES: This course is designed to help students become more effective communicators in the following areas:
- Presentational speaking
- Group work
- Interpersonal relationships
- Interviewing
THEMES:
(1) Communication Skills: Excellent communication through speaking, writing, and listening is the main purpose of this course and is integrated throughout lectures, text, and assignments.
(2) Global Systems: Excellent speaking and writing skills as well as group problem-solving are critical skills in world-wide communication.
(3) World Cultures: The communication skills developed during the course are relevant in many different cultures and countries.
(4) Values and Choices: Ethical and moral issues come to the forefront when we communicate in the business setting. Our words and actions must come from integrity, honesty, and a commitment to the success of everyone.
(5) Research and epistemology: Students are required to perform original research.

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

Grading Weight:
Presentations       20%
Written assignments  20%
Quizzes            25%
Tests              25%
Class Participation 10%

Grading Criteria for Written Assignments:
Content: what you say and how well you say it    50%
Organization: flow, logic of ideas            20%
Mechanics: grammar, punctuation, spelling    30%
Total                                         100%

Grading Criteria for Oral Assignments:
Content, research and documentation   40%
Delivery                           20%
Creativity and originality          20%
Visual aids, audience participation, other 20%
Total                              100%

CLASS POLICIES: Class policies will reflect standard business expectations and class members are expected to help create a very positive working environment in the classroom. Students are expected to attend all classes, to be punctual, courteous, and cooperative with other class members, and to accept class assignments from the instructor as they would assignments from any other work supervisor. To be fair to all students, late assignments will receive a lower grade. In the case of presentations, all students must be prepared on the day they are assigned to give the presentation. There will be no make-up exams, quizzes or speeches.
Please note: Students must be appropriately dressed for presentations. Acceptable: dresses, slacks, skirts, suits or ties. Unacceptable: shorts, short skirts, low-cut blouses, bare stomachs, and flip flops. Points on presentations may be lowered for inappropriate dress.

ATTENDANCE: I reserve the right to lower your grade based on poor attendance, late arrival to class, or lack of participation in the class. If you have to miss a class, notify me in advance either verbally or by e-mail.

**SCHEDULE: PLEASE BE AWARE THAT THIS IS A TENTATIVE SCHEDULE, AND THAT CHANGES MAY BE MADE TO MEET THE NEEDS OF THE CLASS***

Please note: In addition to the following reading assignments, written and oral assignments will be given throughout the course. Students should be prepared for quizzes and tests on the assigned reading, material covered in lectures, and videos. There will also be one group project based on research of a relevant business-related topic as well as individual research papers.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Jan 10</td>
<td>Introduction, course orientation, discussion of syllabus Read Chapter 10, Developing the Presentation</td>
</tr>
<tr>
<td>Week 2</td>
<td>Jan 17</td>
<td>Read Chapter 11, Organizing Your Ideas</td>
</tr>
<tr>
<td>Week 3</td>
<td>Jan 24</td>
<td>Read Chapter 12, Verbal and Visual Support in Presentations</td>
</tr>
<tr>
<td>Week 4</td>
<td>Jan 31</td>
<td>Read Chapter 13, Delivering the Presentation</td>
</tr>
<tr>
<td>Week 5</td>
<td>Feb 7</td>
<td>Read Chapter 14, Types of Presentations</td>
</tr>
<tr>
<td>Week 6</td>
<td>Feb 14</td>
<td>Read Chapter 3, Verbal and Nonverbal Messages</td>
</tr>
<tr>
<td>Week 7</td>
<td>Feb 21</td>
<td>Read Chapter 8, Working in Teams</td>
</tr>
<tr>
<td>Week 8</td>
<td>Feb 28</td>
<td>Read Chapter 9, Effective Meetings</td>
</tr>
<tr>
<td>Week 9</td>
<td>Mar 7</td>
<td>Read Chapter 2, Communication, Culture and Work</td>
</tr>
<tr>
<td>Week 10</td>
<td>Mar 14</td>
<td>Read Chapter 6, Principles of Interviewing</td>
</tr>
<tr>
<td>Week 11</td>
<td>Mar 21</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Week 12</td>
<td>Mar 28</td>
<td>Read Chapter 7, Types of Interviews</td>
</tr>
<tr>
<td>Week 13</td>
<td>April 4</td>
<td>Term Paper Due</td>
</tr>
<tr>
<td>Week 14</td>
<td>April 11</td>
<td>Group Presentations</td>
</tr>
<tr>
<td>Week 15</td>
<td>April 18</td>
<td>Group Presentations</td>
</tr>
<tr>
<td>Week 16</td>
<td>May 3</td>
<td>Group Presentations</td>
</tr>
<tr>
<td>Week 17</td>
<td>May 9</td>
<td>Final Written Exam</td>
</tr>
</tbody>
</table>