

FA 327 Techniques of Business Report Writing

Campus: Naperville Campus, Tuesday evenings, from September 13 - October 11, 2005 - **5 weeks duration.**

Instructor: Will Johnston, Ph.D. The instructor has created and written professional training, educational and promotional programs for a wide variety of American clients. Email: edudoc@earthlink.net

Course Description: This course prepares the student to identify and select design elements that maintain interest and provide efficient, effective, and explicit content when writing reports for an organization. Reports can be the beginning of organizational change.

Text: Contemporary Business Report Writing, Kuiper, Shirley & Kohut, Gary

NOTE: May be taken for only one competence

Competencies: A-2-B; L-7; F-X; S-2-D; H-2-X

A. Objectives: Students will be capable of:

- Identify organizational level to which training should be addressed.
- Designing and creating suitable approaches to that level
- Preparing model training instruments
- Distinguishing how reasoning, logic, credibility, and appropriate emotional factors successfully communicate a training program designed to modify a trainee's behavior

B. Learning Tools:

- Detailed examination of construction and delivery of effective training programs
- In-class group activity in support of the above.
- Personal critique by the instructor.

C. Evaluation of Work:

Students will be expected to attend all class sessions, participate in discussions, Write assignments and submissions. This counts for 1/3 of your final grade. *missing one class will make it difficult to finish the course satisfactorily; missing two will make it virtually impossible.*

- Students are expected to arrive on time; attend all class sessions and complete all assignments, sharing the creative load. This counts for 1/3 of the final grade.
- Demonstrate understanding of course material, in keeping with Point "B" above. Shouldering responsibility for their share of group work. 1/3 final grade.
- Application of the principles identified in the lessons in final paper. 1/3 of final grade.

D. Standards of Evaluation:

- Active participation in the course.
- Accurate and to-the-point demonstration of understanding the material.
- Attention to due dates, on-time attendance, and adherence to format.

E. Grades: A=90-100; B=80-89; C=70-79; D=60-69. Below 60 is F

F. Plagiarism.

Students are expected to observe the University's established guidelines regarding academic integrity, including the following statement regarding plagiarism, as quoted from the University's "Handbook for Undergraduate Students": Plagiarism is a major form of academic dishonesty involving the presentation of work of another as one's own. Plagiarism includes, but is not limited to, the following:

The direct copying of any source, such as written and verbal material, computer files audio discs, video programs or musical scores, whether published or unpublished, in whole or in part, without proper acknowledgement that it is someone else's.

Copying of any source in whole or in part with only minor changes I working or syntax, even with acknowledgement.

Submitting as one's own work a report, examination paper, computer file, lab report or other assignment which has been prepared by someone else. This includes research papers purchased from any other person or agency.

The paraphrasing of another's work or ideas without proper acknowledgement.

Plagiarism, like other forms of academic dishonesty, is always a serious matter. If an Instructor finds that a student has plagiarized, the appropriate penalty is at the Instructor's discretion. Actions taken by the instructor do not preclude the College or the university taking further punitive action including dismissal from the University.

G. Participation in the Class.

The instructor seeks an active level of preparation for and participation in classroom activities. It is possible to participate in a non-verbal form; in this case, the student has the responsibility for taking the initiative and informing the instructor of the way he or she elects to participate other than verbally.

Attendance is required. If there is a pressing reason for missing a class session, inform the instructor ahead of time either in person, or by a message, so work may be made up. **More than 1 absence from class can result in failure.**

There will be in-class group assignments; all may not be returned. These are a way to aid the instructor in understanding how you are interpreting the material.

H. Weekly Sessions: Class Needs May Call For Revisions in the Schedule

Week One: Letters of Authorization and Letters of Transmittal. For next week: read Ch. 4 and 5.
September 13:

Week Two: Lecture, Chs. 4,5 . Creation of table of contents and
September 20: Writing Business Report Summaries/Synopses
In-class group assignment reflecting understanding of the material
For next meeting: read Ch. 6 and 7.

Week Three: Lecture and Discuss Ch. 6 and 7: Writing Business Report
September 27: Introduction and contents of body of business reports.
In-class group assignment reflecting understanding of material above.
For next meeting: read Ch. 8 and 9.

Week Four: Lecture and discuss Ch. 8 and 9. Writing Business Report
October 4: Conclusions and Recommendations.
Summary and assembly of Business Report. For next meeting: Your Final Paper.

Week Five: Final version of paper due. Fill out evaluations.
October 11: