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Instructor: Maurice Bode, MBA  
Office Hours: 5:00-6:00pm MW  
Class Time: 3:00-4:45pm  
Class Location: KH 225  
Office Location: KH 333  
Course Name: Personal Selling  
Course Number: Marketing 3515  
Textbook: Selling Today 13e, by Manning Ahearne Reece

Required Course Materials: Personal Selling Textbook and MyLab Code  

Contact Information:  
Email: mcbode1@uno.edu  
Phone: 

Class Preparation: It is your responsibility to read the text assignments before the scheduled classes.

1. Course Description: An Introduction to the principles and practices of contemporary selling. In this course we will explore these roles in the marketplace, the elements of a successful sales presentation, the steps in the selling process, and careers associated with personal selling.

2. Course Goal: To provide students with an introduction to the role of contemporary selling in today’s business world.

3. Course Outcomes: Upon completion of this course, you will be able to demonstrate knowledge of:

   a. A comprehensive understanding of personal selling.
   b. An understanding of both the viewpoint of the buyer and the seller as well as personal selling throughout the marketing channels and the ability to apply appropriate selling principles to your personal and professional life.
   c. The ability to go beyond memorization of the theories, concepts, axioms, etc. presented in the text.
   d. A demonstrated ability to apply these theories to real life situations on quizzes, assignments, and presentations.
4. Class Calendar:

**Week 1**  
8/19/15- 8/23/15  
Introduction to the Course  
Review Syllabus, Obtain Required Course Materials  
Register in MyLab

**Week 2**  
8/24/15- 8/30/15  
Chapter 1  
“Relationship Selling Opportunities in the Information Economy”  
Read pages: 4-28  
Ch. 1 Lecture  
Assignments Due: Ch. 1 Quiz & Ch. 1 Video Assignment

**Week 3**  
8/31/15- 9/6/15  
Chapter 2  
“Evolution of Selling Models”  
Read pages: 29-46  
Ch. 2 Lecture  
Assignments Due: Ch. 2 Quiz & Video Assignment

**Week 4**  
9/7/15- 9/13/15  
Chapter 3  
“Ethics: The Foundation for Partnering Relationships”  
Read pages 48-70  
Ch. 3 Lecture  
Assignments Due: Ch. 3 Quiz & Ch. 3 Video Assignment

**Week 5**  
9/14/15- 9/20/15  
Chapter 4  
“Creating Value with a Relationship Strategy”  
Read pages 71-88  
Ch. 4 Lecture  
Assignments Due: Ch. 4 Quiz & Ch. 4 Video Assignment
Week 6  
9/21/15- 9/27/15  
Chapter 5  
“Communication Styles”  
Read pages 89-112  
Ch. 5 Lecture  
Assignments Due: Ch. 5 Quiz & Ch. 5 Video Assignment  

Week 7  
9/28/15- 10/4/15  
Chapter 8  
“The Buying Process & Buyer Behavior”  
Read pages 152- 171  
Ch. 8 Lecture  
Assignments Due: Ch. 8 Quiz & Ch. 8 Video Assignment  

Week 8  
10/5/15- 10/11/15  
Chapter 9  
“Developing and Qualifying Prospects”  
Read pages 172- 198  
Ch. 9 Lecture  
Assignments Due: Ch. 9 Quiz & Ch. 9 Video Assignment  

Week 9  
10/12/15- 10/18/15  
Chapter 10  
“Approaching the Customer with Adaptive Selling”  
Read pages 200-222  
Ch. 10 Lecture  
Assignments Due: Ch. 10 Quiz & Ch. 10 Video Assignment  

Week 10  
10/19/15- 10/25/15  
Chapter 11  
“Determining Customer Needs”  
Read pages 223- 246  
Ch. 11 Lecture  
Assignments Due: Ch. 11 Quiz & Ch. 11 Video Assignment
Week 11  
10/26/15 - 11/1/15  
Chapter 12  
“Creating Value with a Consultative Presentation”  
Read pages 247-270  
Ch. 12 Lecture  
Assignments Due: Ch. 12 Quiz & Ch. 12 Video Assignment

Week 12  
11/2/15 - 11/8/15  
Chapter 13  
“Negotiating Buyer Concerns”  
Read pages 271-293  
Ch. 13 Lecture  
Assignments Due: Ch. 13 Quiz & Ch. 13 Video Assignment

Week 13  
11/9/15 - 11/15/15  
Chapter 14  
“Adapting the Close”  
Read pages 293-310  
Ch. 14 Lecture  
Assignments Due: Ch. 14 Quiz & Ch. 14 Video Assignment

Week 14  
11/16/15 - 11/22/15  
Sales Presentations

Week 15  
11/23/15 - 11/29/15  
Sales Presentations

Week 16  
11/30/15 - 12/6/15  
Sales Presentations

Week 17  
12/7/15 - 12/11/15  
Final Exam Simulations  
200 Points
5. **Grades/Assessment:** Your grade will be determined by your performance on Weekly Course work that consists of quizzes, individual assignments, and group assignments. The course will also include one (1) Final Exam worth 100 points each. The individual assignments will be a chapter quiz and a Sales Presentation. There will also be a chapter group assignment also worth 20 points each.

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>240 (14 x 20 pts)</td>
</tr>
<tr>
<td>Video Assignments</td>
<td>240</td>
</tr>
<tr>
<td>Presentation</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
</tbody>
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**Totals** 880

A- 880-792 points  
B- 791-704 points  
C- 703-616 points  
D- 615-528 points  
F- 527 points and below

6. **Classroom Policies**

- Attendance will be taken every class to ensure that students are keeping up with the course work.
- Extra Credit Assignments are not available and will not be necessary as long as the student keeps up with their course work.
- Both cheating and plagiarism are against the student code and will not be tolerated because it is important that we maintain academic integrity.
- Please refrain from **Texting** during class because it is a disruption to the class and the teacher. If you have an emergency, please step outside the classroom.
- Cell phones must be off or on silent (not vibrate) so there are no disruptions during class.
7. College Policies

**Accommodations for Students with Disabilities**

It is university policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are responsible for registering with the Office of Disability Services (UC 260) each semester and following their procedures for obtaining assistance. After registering with the ODS, students with disabilities are encouraged to contact their instructors to discuss their individual needs for accommodations.

**Academic Integrity**

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to an act of academic dishonesty. Refer to the Student Judicial Code for more information.

8. **Syllabus Disclaimer**

This syllabus is subject to change at the discretion of the instructor. The course goals, objectives and student competencies do not change.