

# Course Syllabus

**Department** : Office Systems  
Technology  
**Course Title** : Business English  
**Section Name** : POFT\_1301\_12  
**Start Date** : 08/27/2012  
**End Date** : 12/13/2012  
**Modality** : WEB-ENHANCED  
**Credit** : 3

## Instructor Information

**Name** : Wende Ramos  
**OC Email** : [wramos@odessa.edu](mailto:wramos@odessa.edu)  
**OC Phone #** : 432-335-6488

### Office Hours:

<b>Monday</b>	<b>8-8:30 a.m.</b> <b>10 a.m. -12:30 p.m.</b> <b>5-5: 30 p.m.</b>
<b>Tuesday</b>	<b>11 a.m. – 12:30 p.m.</b>
<b>Wednesday</b>	<b>8-8:30 a.m.</b> <b>10 a.m. -12:30 p.m.</b> <b>5-5:30 p.m.</b>
<b>Thursday</b>	<b>11 a.m. – 12:30 p.m.</b>
<b>Friday</b>	<b>by Appointment</b>

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

## Course Description

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Introduction to a practical application of basic language usage skill with emphasis on fundamentals of writing and editing for business.

## Prerequisites/Corequisites

None

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## ICOs

1,2

## Course Objectives

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1. Demonstrate use of correct language art skills, grammar, and punctuation.
2. Format/transcribe documents.
3. \*Proof read documents.
4. Recognize, understand, and utilize correct proofreading symbols.
5. Demonstrate use of correct memo and letter style.
6. Develop skills in paragraph writing.
7. Demonstrate correct punctuation usage.
8. Demonstrate correct capitalization for business communications.
9. Demonstrate correct number usage for business.
10. Demonstrate correct subject-verb usage.
11. Demonstrate correct pronoun usage.
12. Improve skill in spelling.
13. Demonstrate an understanding of foreign words and phrases as they relate to Business English.
14. Demonstrate correct usage of singular, plural, and possessive nouns and pronouns.
15. \*Combine sentences and ideas in several ways grammatically in order to convey better business communication.
16. Develop competency in communicating written thoughts.
17. Prepare instructions for others to perform a specific task.
18. Solve problems regarding proofreading and revision.
19. Demonstrate creative thinking in composition.

## \*INDICATES INTEGRATED, CORE CURRICULUMSKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

## Required Readings/Materials

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Business English, Mary Ellen Guffey, 10<sup>th</sup> Edition

*Optional* books/materials

Any type of reference manual is very helpful to have, but it is **not required** for this course. The Gregg Reference Manual is an example of a very helpful manual.

### Course Requirements (Lectures, Assignments, and Assessments)

Dates	Assignment	Description
Homework and test are due on or before the second date listed. The second date is always Sunday by midnight.		
8/27-9/2	Chapter 1 Homework and Test	Reference Skills
9/3-9/9	Chapter 2 Homework and Test	Parts of Speech
9/10-9/16	Chapter 3 Homework and Test	Sentences: Elements, Varieties, Patterns, Types, Faults
9/17-9/23	Chapter 4 Homework and Test Chapter 5 Homework and Test	Nouns Possessive Nouns
9/24-9/30	Chapter 6 Homework and Test	Personal Pronouns
10/1-10/7	Chapter 7 Homework and Test	Pronouns and Antecedents
10/8-10/14	Chapter 8 Homework and Test Chapter 9 Homework and Test	Verbs: Kinds, Voices, Moods, Verbals Verb Tenses and Parts
10/15-10/21	Chapter 10 Homework and Test	Subject-Verb Agreement
10/22-10/28	Chapter 11 Homework and Test Chapter 12 Homework and Test	Modifiers: Adjectives and Adverbs Prepositions
10/29-11/4	Chapter 13 Homework and Test	Conjunctions
11/5-11/11	Chapter 14 Homework and Test	Commas
11/12-11/18	Chapter 15 Homework and Test	Semicolons and Colons
11/19-11/25	Chapter 16 Homework and Test	Other Punctuation
11/26-12/2	Chapter 17 Homework and Test	Capitalization
12/3-12/9	Chapter 18 Homework and Test	Numbers
December 6, Thursday, 8-10:30 a.m.	Final Exam Ch. 1-18	

## **Grading Policy**

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**30% Homework**  
**60% Chapter Test**  
**10% Final**

### **DEPARTMENTAL POLICY:**

**NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.**

### **ATTENDANCE POLICY:**

Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than **FIVE** absences will jeopardize your grade. Your final grade average will drop one point for every absence over **FIVE**.

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## **Special Needs**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

## **Learning Resource Center (Library)**

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

## **Student E-mail**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa College email.

## **Student Portal**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa College email.

## Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## Important School Policies

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

## Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

### Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

### Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,

- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
    - missing class when a major test is planned or a major assignment is due;
    - having trouble submitting assignments;
    - dealing with a traumatic personal event; and,
    - having my work or childcare schedule changed so that my classroom attendance is affected.
  3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
    - seek out help from my instructor and/or from tutors;
    - ask questions if I don't understand; and,
    - attend class regularly to keep up with assignments and announcements.

### **Disclaimer**

**\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432.335.6486 or [nstewart@odessa.edu](mailto:nstewart@odessa.edu).**

"This course Business English POFT 1302.11 Fall 2012 has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in Business Professions program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor."