

Course Syllabus

Department : Office Systems
Technology
Course Title : Business English
Section Name : POFT_1301_WB
Start Date : 8/27/2012
End Date : 12/13/2012
Modality : WEB
Credit : 3

Instructor Information

Name : Wende Ramos
OC Email : wramos@odessa.edu
OC Phone # : 432-335-6488

Office Hours:

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

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

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

Prerequisites/Corequisites

None

ICOs

1,2

Course Objectives

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 CURRICULUM SKILLS**

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

Required Readings/Materials

Business English, Mary Ellen Guffey, 10th Edition, Access Key for BlackBoard

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 3, Monday,	Final Exam Ch. 1-18	

Grading Policy

20% Homework
70% Chapter Test
10% Final

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

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.

Important School Policies

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 – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online 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 within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; 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
 - post grades for discussion postings within one week of the discussion thread closing.
 - 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
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,

- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or 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
 - getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
 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,
 - access my course several times during the week 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.**