

Department : Office Systems Technology

Course Title : Business English

Section Name : POFT_1301_12

Start Date : 01/11/2011

End Date : 05/06/2011

Modality : ONLINE

Credit : 3

Instructor Information

Name : Wende Ramos

OC Email : wramos@odessa.edu

OC Phone # : 432-335-6488

Office Hours: MW 8:00-8:30 am and 12:50-3:00 pm

T 12:20-3:00 pm

TH 12:20-2:40 pm

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

Scans

1, 2, 6, 9

Course Objectives

After completing this course, the student should be able to:

1. Demonstrate use of correct language art skills, grammar, and punctuation. (2)

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

***INDICATES INTEGRATED, CORE CURRICULUMSKILLS**

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

Required Readings/Materials

Business English, Mary Ellen Guffey, 10th 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.

Assignments

Dates	Assignments	Description
Homework and test are due on or before the second date listed. The second date is always Sunday by midnight.		
1/11-1/16	Chapter 1 Homework and Test	Reference Skills
1/17-1/23	Chapter 2 Homework and Test	Parts of Speech
1/24-1/30	Chapter 3 Homework and Test	Sentences: Elements, Varieties, Patterns, Types, Faults
1/31-2/6	Chapter 4 Homework and Test	Nouns
1/31-2/6	Chapter 5 Homework and Test	Possessive Nouns
2/7-2/13	Chapter 6 Homework and Test	Personal Pronouns

2/14-2/20	Chapter 7 Homework and Test	Pronouns and Antecedents
2/21-2/27	Chapter 8 Homework and Test	Verbs: Kinds, Voices, Moods, Verbals
2/21-2/27	Chapter 9 Homework and Test	Verb Tenses and Parts
2/28-3/6	Chapter 10 Homework and Test	Subject-Verb Agreement
3/7-3/13	Chapter 11 Homework and Test	Modifiers: Adjectives and Adverbs
3/21-3/27	Chapter 12 Homework and Test	Prepositions
3/28-4/3	Chapter 13 Homework and Test	Conjunctions
4/4-4/10	Chapter 14 Homework and Test	Commas
4/11-4/17	Chapter 15 Homework and Test	Semicolons and Colons

4/18-4/24	Chapter 16 Homework and Test	Other Punctuation
4/25-5/1	Chapter 17 Homework and Test	Capitalization
5/2-5/8	Chapter 18 Homework and Test	Numbers
Thursday, May 12 8-10:30 AM	Final Exam Ch. 1-18	

Grading Policy

No late work is accepted. No makeup tests will be given.

30% Homework

60% Chapter Test

10% Final

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**.

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**