

Program SLOs:

1. Manage And Direct Daily Work Activities That Support Business Productivity.

Students will review and analyze sample letters and memos found in the textbook that demonstrate the effective use of the skills being taught. They will draft emails and write effective business letters and memos.

2. Use Current And Emerging Technologies To Create, Document, Analyze And Manipulate Data That Supports Management Of Business Operations. (Technical Skills)

Students will utilize the web to reinforce writing techniques, complete self-help exercises, and access an electronic study guide to reinforce learning objectives.

Course Requirements

1. Required Textbook: *Business English*, 11th Edition, by Mary Ellen Guffey and Carolyn M. Seefer. Publisher: South-Western, Cengage Learning; ISBN: 978-0-324-78975-1
2. Required Readings: Preface and Chapters 1-14.
3. Course Assignments: The course is divided into six (6) units. Each student is to complete the textbook exercises at the end of each chapter and an online assignment. All assignments are open for the duration of the course. Each assignment is worth 10 points. **You are not required to submit the end-of-chapter textbook exercises. These are for your own review of the chapter.**

There are 2 additional course assignments due for the course. These are posts to the class discussion section of Etudes. The introduction and mid-course assignments are worth 25 points each. These points will be manually assigned at the end of the course.

4. Quizzes: There are eight (8) quizzes worth 20 points each. Although there is no assigned due date, I encourage each student to follow the schedule for completion of the quizzes.
5. Tests: There are six (6) unit tests worth 50 points each.
6. Final Examination: The final examination is cumulative and is worth 100 points.

Grading

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Chapter Assignments	14	10	140	20%
Introduction Assignment	1	25	25	5%
Mid-course Assignment	1	25	25	5%
Quizzes	8	20	160	20%
Tests	6	50	300	40%
Final Examination	1	100	100	10%
Grand Total	31	-	750	100%
675 - 750 = A	600 - 674 = B	525 - 599 = C	450 - 524 = D	523 and below = F

Schedule of Assignments

Week #	Dates	Assignment
1	8/31 – 9/6	Read chapter 1 Complete assignments for chapter 1 Post introduction assignment
2	9/7 – 9/13	Quiz #1 – chapter 1 Read chapter 2 Complete assignment for chapter 2 Study for Unit Test #1
3	9/14 – 9/20	Unit Test #1 – chapters 1 and 2 Read chapter 3 Complete assignments for chapter 3
4	9/21 – 9/27	Quiz #2 – chapter 3 Read chapter 4 Complete assignment for chapter 4 Study for Unit Test #2
5	9/28 – 10/4	Unit Test #2 – chapters 3 and 4 Read chapter 5 Complete assignment for chapter 5
6	10/5 – 10/11	Quiz #3 - chapter 5 Read chapter 6 Complete assignment for chapter 6 Study for Unit Test #3
7	10/12– 10/18	Unit Test #3 – chapters 5 and 6 Read chapter 7 Complete assignment for chapter 7
8	10/19 – 10/25	Quiz #4 – chapter 7

		Read chapter 8 Complete assignment for chapter 8 Post mid-course assignment
9	10/26 – 11/21	Quiz #5 – chapter 8 Read chapter 9 Complete assignment for chapter 9 Study for Unit Test #4
10	11/2 – 11/8	Unit Test #4 – chapters 7, 8, and 9 Read chapter 10 Complete assignment for chapter 10
11	11/9 – 11/15	Quiz #6 – chapter 10 Read chapter 11 Complete assignment for chapter 11
12	11/16 – 11/22	Quiz #7 - chapter 11 Read chapter 12 Complete assignment for chapter 12
13	11/23 – 11/29	Unit Test #5 – chapters 10, 11, and 12 Read chapter 13 Complete assignment for chapter 13
14	11/30 – 12/6	Quiz #8 – chapter 13 Read chapter 14 Complete assignment for chapter 14
15	12/7 – 12/13	Unit Test #6 – chapters 13 and 14 Study for Final Exam (Cumulative)
16	12/14 – 12/20	Final Exam - Cumulative: chapters 1-14 All assignments due by 12/20 @ 11:59 p.m.

College Policies and Standards

Attendance

This class is predicated upon the belief that you will learn, not just from the readings, but from each other; therefore, your active and consistent participation and online attendance are essential. Not adhering to the recommended class schedule could be detrimental to your grade. If you are going to be absent from the online community for an extended period of time, please contact me as soon as possible.

Dropping a Class

Students wanting to drop a class should drop online at www.wlac.edu, click “For Students,” then “Student Informational System.” Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing “F” grade in the class.

Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability,

students must register with the Office of Disabled Student Program and Services, HLRC. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

Academic Integrity

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism-detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity

- **Cheating.** Using any materials or devices or strategies, which provide undue advantage on any exam, assignment, activity, or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using the Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams, or other forms of assessment, which are to be completed individually
- **Plagiarism.** Taking anyone else's work as one's own; Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that the material originated outside the student's own work

For assistance with classroom projects, papers, and assignments, please visit the Learning Skills Center, HLRC.

Electronic Mail

Electronic mail is the official method of communication for delivery of college information. Student email addresses will be recorded in the college's electronic directories and records. If you need to update an email address, visit www.wlac.edu, click "For Students," then "Student Information System." Once you log in, you can change your email by clicking "edit" at the top of the page next to your email address.

Instructional Support and Monitoring

- Monitor your academic progress online at www.wlac.edu, click "Counseling, Assessment and Orientation," then on the DegreeWorks icon, or visit the Counseling Office in A13.
- For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.