Welcome

Welcome to Business 031 Online – Business English! The goal of this course is to help you to become better speakers and writers of the English language. Although I am here to guide you in your learning, your education is ultimately your responsibility. You determine your level of success. Successful college students are self-motivated and understand the importance of studying the material, staying prepared, and practicing the skills learned. If you commit to these things, you will succeed in this class. Let’s make this an awesome semester!

Course Description

This course offers an intensive review of the techniques and mechanics of English: grammar, capitalization, punctuation, sentence structure, business vocabulary, various business letter styles, proofreaders’ symbols and website reference tools as specifically applied to the field of business.

Institutional and Student Learning Outcomes

Institutional SLOs:


2. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

3. Ethics: Practice and demonstrate standards of personal professional integrity, honesty and fairness; apply ethical principles in submission of college work.
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


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

<table>
<thead>
<tr>
<th>Assignment Category</th>
<th># of Assign.</th>
<th>Points Per Assignment</th>
<th>Total Points</th>
<th>% of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Assignments</td>
<td>14</td>
<td>10</td>
<td>140</td>
<td>20%</td>
</tr>
<tr>
<td>Introduction Assignment</td>
<td>1</td>
<td>25</td>
<td>25</td>
<td>5%</td>
</tr>
<tr>
<td>Mid-course Assignment</td>
<td>1</td>
<td>25</td>
<td>25</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>8</td>
<td>20</td>
<td>160</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>6</td>
<td>50</td>
<td>300</td>
<td>40%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>31</td>
<td>-</td>
<td>750</td>
<td>100%</td>
</tr>
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</table>

675 - 750 = A  
600 - 674 = B  
525 - 599 = C  
450 - 524 = D  
523 and below = F

### Schedule of Assignments

<table>
<thead>
<tr>
<th>Week #</th>
<th>Dates</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| 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 |
<p>| 8      | 10/19 – 10/25| Quiz #4 – chapter 7 |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>10/26 – 11/21</td>
<td>Quiz #5 – chapter 8  &lt;br&gt; Read chapter 9  &lt;br&gt; Complete assignment for chapter 9  &lt;br&gt; Study for Unit Test #4</td>
</tr>
<tr>
<td>10</td>
<td>11/2 – 11/8</td>
<td>Unit Test #4 – chapters 7, 8, and 9  &lt;br&gt; Read chapter 10  &lt;br&gt; Complete assignment for chapter 10</td>
</tr>
<tr>
<td>11</td>
<td>11/9 – 11/15</td>
<td>Quiz #6 – chapter 10  &lt;br&gt; Read chapter 11  &lt;br&gt; Complete assignment for chapter 11</td>
</tr>
<tr>
<td>12</td>
<td>11/16 – 11/22</td>
<td>Quiz #7 - chapter 11  &lt;br&gt; Read chapter 12  &lt;br&gt; Complete assignment for chapter 12</td>
</tr>
<tr>
<td>13</td>
<td>11/23 – 11/29</td>
<td>Unit Test #5 – chapters 10, 11, and 12  &lt;br&gt; Read chapter 13  &lt;br&gt; Complete assignment for chapter 13</td>
</tr>
<tr>
<td>14</td>
<td>11/30 – 12/6</td>
<td>Quiz #8 – chapter 13  &lt;br&gt; Read chapter 14  &lt;br&gt; Complete assignment for chapter 14</td>
</tr>
<tr>
<td>15</td>
<td>12/7 – 12/13</td>
<td>Unit Test #6 – chapters 13 and 14  &lt;br&gt; Study for Final Exam (Cumulative)</td>
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<tr>
<td>16</td>
<td>12/14 – 12/20</td>
<td>Final Exam - Cumulative: chapters 1-14  &lt;br&gt; All assignments due by 12/20 @ 11:59 p.m.</td>
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</tbody>
</table>

### 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](http://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](http://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](http://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.