

Angelina College
Business Division
POFT 1301.I01 Business English Online
Instructional Syllabus

I. BASIC COURSE INFORMATION

- A. Course Description: *(as stated in the bulletin, including necessary pre-requisite courses, credit hours)*
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.
- B. Intended Audience:
This course may be taken either on the freshman or sophomore level.
- C. Instructor:
- | | |
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| Name: | Mrs. Kay Cummings |
| Office Location: | B102D |
| Office Hours: | M 8:00 – 11:00 a.m. and 1:30 – 3:00 p.m. |
| | W 8:00 – 11:00 a.m. and 2:30 – 3:30 p.m. |
| | TR 8:00 – 9:30 a.m. and 1:30 – 3:00 p.m. |
| | F 8:00 a.m. – 12:00 p.m. (other times by appointment) |
| Phone: | 936-633-5434 |
| E-mail Address: | kcummings@angelina.edu |

II. INTENDED STUDENT OUTCOMES:

A. Core Objectives Required for this Course

1. **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication:** to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusion

B. Course Learning Outcomes for all Sections

1. Apply basic rules of grammar, spelling, capitalization, number usage, and punctuation.
2. Utilize terminology applicable to technical and business writing sentences and paragraphs.
3. Develop proofreading and editing skills to attain the ability to possess correct skills for future employment

III. ASSESSMENT MEASURES:

A. Assessments for the Core Objectives

1. **Critical Thinking:** The specific learning activity that will be utilized for official assessment purposes will be to apply basic rules of grammar, spelling, capitalization, number usage, and punctuation creating sentences in Chapter 14, Numbers: Level 1, B12-40 and Level 2 B 62-80 on Pages 367-370.. The student's performance of this specific learning activity will be assessed through utilization of the AC Critical Thinking Skills value rubric
2. **Communication Skills:** The specific learning activity that will be utilized for official assessment purposes will be to write twenty sentences utilizing terminology applicable to technical and business writing. Complete objective by completing Sentences for Spelling list 5. The student's performance of this specific learning activity, will be assessed through utilization of the AC Communication value rubric

3. **Empirical and Quantitative Skills:** The specific activity that will be utilized for official assessment purposes will be Writer's Workshop, pages 42-43, writing a letter using the proofreading and editing skills as discussed on these pages. The student's performance of this specific learning activity, will be assessed through utilization of the AC Empirical value rubric.

B. Assessments for Core Learning Outcomes

1. Students will demonstrate their ability to apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation by completing the writing exercise Chapter 14; Level 1 B12-40 and Level 2 B-62-80.
2. Students will demonstrate their knowledge of utilizing the technical and business terminology by correctly writing twenty questions.
3. Students will demonstrate their ability to type a business letter using correct proofreading and editing skills.

IV. INSTRUCTIONAL PROCEDURES:

A. Methodologies utilized in presenting course content (lectures, audio-visual presentations, discussions, examinations, student presentations, field trips, guest speakers, etc.)

B. Methodologies determined by the instructor

The instructor will introduce new material with a short discussion and assignment to read and follow instructions for assignments. Students will be encouraged to ask questions (by e-mail, phone, or office visit) at any time except when being tested. Spelling and vocabulary quizzes will be given each week. Homework exercises will be assigned for each chapter. Students will access Web sites that correlate to the material introduced in class.

V. COURSE REQUIREMENTS AND POLICIES:

A. Required Textbooks, Materials, and Equipment –

1. Guffey, Mary Ellen and Carolyn M. Seefer, English. 12th Edition. Mason, OH: South-Western Cengage Learning. 2014. Student ISBN: 978-1-305-49986-7
2. Access to Computer with Word Processor
Access to the Internet
3. Dictionary (Online)

B. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)

1. **Academic Assistance** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you should see Sellestine Hunt Associate Dean of Student Services, Student Center, Room 200. At a post-secondary institution, you must self-identify as a person with a disability; Ms. Hunt will assist you with the necessary information to do so.
2. **Discrimination** – Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Student Center, Room 101, [\(936\)-633-5292](tel:936-633-5292) or by email shudman@angelina.edu.
3. **Veterans** - You must comply with your specific attendance requirements in addition to the attendance requirements specified in this syllabus.

4. **Attendance** –You are expected to participate in all assignments for attendance. **If two consecutive weeks of assignments (six grades) or 3 accumulative weeks of assignments are missed (nine grades) students will be dropped.** This is equivalent to Angelina College's policy: an instructor may drop a student after 3 consecutive or 4 accumulative absences, and if the student wishes to be readmitted, the approval must come from the Dean of Instruction. If you are unable to complete this course, you must **withdraw by April 3, 2017, to receive a grade of 'W'.**

VI. COURSE OUTLINE: Spring 2017

Assignments – Description of the Course Activities, including due dates, schedules, and deadlines

January 17	Orientation Online Orientation at e-mail kcummings@angelina.edu
Jan. 17-23 (Week 1)	Chapter 1 – Chapter 1 Assignment, Spelling List 1, and Vocabulary List 1 Quiz
Jan. 23-30 (Week 2)	Chapter 2 – Chapter 2 Assignment, Spelling List 2, and Vocabulary List 2 Quiz
Jan. 29-31	Unit 1 Test
Jan. 30-Feb. 6 (Week 3)	Chapter 3 – Chapter 3 Assignment, Spelling List 3, and Vocabulary List 3 Quiz
Feb. 6-13 (Week 4)	Chapter 4 – Chapter 4 Assignment, Spelling List 4, and Vocabulary List 4 Quiz
Feb. 12-14	Unit 2 Test
Feb. 13-20 (Week 5)	Chapter 5 – Chapter 5 Assignment, Spelling List 5, and Vocabulary List 5 Quiz
Feb. 20-27 (Week 6)	Chapter 6 – Chapter 6 Assignment, Spelling List 6, and Vocabulary List 6 Quiz
Feb. 26-28	Unit 3 Test

March 10-17: Spring Break

Feb. 27-Mar.6 (Week 7)	Chapter 7 – Chapter 7 Assignment, Spelling List 7, and Vocabulary List 7 Quiz
Mar. 6-20 (Week 8)	Chapter 8 – Chapter 8 Assignment, Spelling List 8, and Vocabulary List 8 Quiz
Mar. 20-27 (Week 9)	Chapter 9 – Chapter 9 Assignment, Spelling List 9, and Vocabulary List 9 Quiz
Mar. 26-28	Unit 4 Test
Mar. 27-Apr. 3 (Week 10)	Chapter 10–Chapter 10 Assignment, Spelling List 10, and Vocabulary List 10 Quiz
Apr. 3-10 (Week 11)	Chapter 11–Chapter 11 Assignment, Spelling List 11, and Vocabulary List 11 Quiz
Apr. 10-17 (Week 12)	Chapter 12–Chapter 12 Assignment, Spelling List 12, and Vocabulary List 12 Quiz
Apr. 16-18	Unit 5 Test
Apr. 17-24 (Week 13)	Chapter 13–Chapter 13 Assignment, Spelling List 13, and Vocabulary List 13 Quiz
Apr. 24-May 1 (Week 14)	Chapter 14–Chapter 14 Assignment, Spelling List 14, and Vocabulary List 14 Quiz
Apr. 30-May 2	Unit 6 Test
May 1-3 (Week 15)	Spelling List 15, and Vocabulary List 15 Quiz
May 4-8	Final Exam (May 4, 6:00 a.m. through May 8, midnight)

****THIS COURSE OUTLINE IS SUBJECT TO MODIFICATION AT THE DISCRETION OF THE INSTRUCTOR.**

VII. EVALUATION AND GRADING:

A. **Grading Criteria** (percents, extra credit, etc.)

Homework: This will include selected exercises at the end of each chapter. (10%)

Spelling Sentences: To be written using the “Most Frequently Misspelled Words” list shown on pages 390-395 of the textbook. Only Lists 1 through 15 sets of sentences will be given over the course of the semester. These sets of sentences will consist of writing a complete and accurate sentence using each of the spelling words from the 400 most frequently misspelled words lists. These sentences will be included with the weekly assignments and can be found on the Assignments Link. (10%)

Vocabulary Quizzes: To be taken from “Appendix B: Developing Vocabulary Skills” lists shown on pages 397-401 of the textbook. Only Quizzes 1 through 15 will be given over the course of the semester. These quizzes are multiple choice and will be included with the weekly assignments found on the Tests and Quizzes Link. (10%)

Unit Tests: Six unit tests will be given during the semester. (50%)

Final Exam: (20%)

B. Determination of Grade

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = Below 60%

The instructor may modify the provisions of the syllabus to meet individual class needs by informing the class in advance as to the changes being made.