Business Correspondence & Communication
POFT 2312 – 62430
Spring 2016 Winter term

Professor: Angela LeBlanc
Email: aleblanc@dcccd.edu
Office Phone Number: email
Office Number: W-210
Office Hours: TBA
Meeting Days & Time: Online Course
Room Number: N/A

Credit Hours: 3
Division: Business, Computers, Math & Tech Division
Office Hours: 8:00 am – 4:00 pm
Office Phone: (214) 860-8848
Office Location: W-210

Course Description: Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Development of writing and presentation skills to produce effective business communications.

Course Pre-requisites: None

Statement of Workplace and Foundation (SCANS) Competencies: Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
• Manage Resources: time
• Exhibit Interpersonal Skills: teach others, and negotiate with others
• Work with Information: acquire and evaluate data, organize information, and interpret and communicate data
• Apply Systems Knowledge: work within social systems, work within organizational systems, and monitor and correct system performance

Foundation Skills
• Demonstrate Basic Skills: reading, writing, and listening
• Demonstrate Thinking Skills: creative thinking, decision making, problem solving, and thinking logically
• Exhibit Personal Qualities: individual responsibility, and self-management

Course Materials/Supplies Needed
• Internet Access

Student Learning Outcomes
Upon the successful completion of this course, you should be able to:
1. Identify learning objectives related to course content and current work activities encountered on the job.
2. Apply course theories, concepts and skills using specialized workplace materials, tools, equipment and procedures.
3. Demonstrate appropriate teamwork, interpersonal skills, written and verbal communication skills and knowledge of the business/industry.
Course Assignment Schedule:
The topical outline is designed to give the student a clear summary of the subject matter to be covered in the course. It should not be implied that equal emphasis and time will be allotted to each topic.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Chapter 1: Communication in the Workplace</td>
<td>Complete Chapter 1 Homework</td>
</tr>
<tr>
<td>Chapter 2: Understanding the Writing Process and the Main Forms of Business Messages</td>
<td>Complete Chapter 2 Homework</td>
</tr>
<tr>
<td>Chapter 3: Communicating Effectively with Visuals</td>
<td>Complete Exam 1 (Chapters 1-2)</td>
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<td>Chapter 4: Using Appropriate Style</td>
<td>Complete Chapter 3 Homework</td>
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<td>Chapter 5: Writing Good-News and Neutral Messages</td>
<td>Complete Chapter 4 Homework</td>
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<tr>
<td>Chapter 6: Writing Bad News Messages</td>
<td>Complete Exam 2 (Chapters 3-4)</td>
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<tr>
<td>Chapter 8: Researching and Writing Reports</td>
<td>No Homework**</td>
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<tr>
<td>Chapter 9: Writing Short Reports</td>
<td>Complete Exam 4 (Chapters 8-9)</td>
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<tr>
<td>Chapter 10: Communicating Orally</td>
<td>No Homework**</td>
</tr>
<tr>
<td>Chapter 11: Communicating in the Job Search</td>
<td>Complete Exam 5 (Chapters 10-11)</td>
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</table>

Evaluation Procedures:
The evaluation system will be based on grades earned through the assignments listed above. These objectives will be accomplished through the combined use of current job skills and knowledge, reading online articles, discussion boards, and online assessments. Your grade will be based on the following point system:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>POINT ALLOCATION</th>
<th>TOTAL VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Homework Assignments</td>
<td>100 points each</td>
<td>600</td>
</tr>
<tr>
<td>Chapter Exams</td>
<td>100 points per objective (4) Lowest score dropped</td>
<td>400</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td><strong>1000 POSSIBLE POINTS</strong></td>
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</table>

Grading Scale:
The grading scale is based on points earned from the course assignments and evaluations:

- A (900-1000)
- B (800-899)
- C (700-799)
- D (600-699)
- F (599 or less)

Certification Procedures:
For state reporting purposes, this online course will capture participation data. **The student must log onto eCampus and complete the Syllabus Quiz to meet certification requirements.** During the fall and spring terms the state reporting date is the 12th class day, and during the summer terms, the date is the fourth class day. **December 23, 2015.**

If you find that you are unable to complete the course, it is your responsibility to withdraw. The last day to drop with a grade of “W” is **January 5, 2016.**
Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Late Work Policy:
Late work not accepted. The only exception is a medically documented emergency.

Makeup Exam Policy:
Late work not accepted. The only exception is a medically documented emergency.

College Sponsored Events:
It is your responsibility to arrange for course responsibilities one week prior to the event. Failure to do so will result in zero credit for any missed assignments.

Electronic Devices: N/A for Online Instruction
Silent all electronic devices (telephones) during class. You must exit the room to answer any calls. If your calls become an interruption to the class, I reserve the right to dismiss you from the classroom.

Academic Dishonesty:
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).