COURSE SYLLABUS
POFT 2312—BUSINESS COMMUNICATION II
Fall 2019
ARTS, BUSINESS, SPORTS SCIENCE, AND TECHNOLOGY DIVISION
Office Hours: 8:00 a.m. – 6:00 p.m. Mon-Thu,
8:00 a.m. - 4:30 p.m. Fri
Location: T135, Telephone: 972-273-3450

This course syllabus is intended as a set of guidelines for POFT 2312 Business Communications. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:
Instructor’s Name: Susan Meaux
Email Address: nlcmeaux@gmail.com or susan@webboss.com
Office Phone Number: 972-273-3450 (ABST Division Office)
Office Location: T135 ABST Division
Office Hours: I hold virtual office hours; contact me by email any time

Course Information
Course title: Business Communication II
Course number: POFT 2312
Section number: 77426
Credit hours: 3
Class meeting time: This is an online class—it will be conducted entirely online asynchronously

Course description: Development of writing skills necessary to produce effective business communications. (2 Lec., 2 Lab.)

Course prerequisites: Business English, POFT 1301. Keyboarding skills are strongly suggested.

Required Textbooks and Materials

Mary Ellen Guffey | Dana Loewy
ISBN-13: 978-1-305-95796-1 Copyright 2018 Published
Print version includes Student Premium Website Printed Access Card (You do not need the Access Card)
**Course Objectives**

This online course will focus on a consistent, logical process approach to business writing that you can apply to solve communication problems and create successful communication products. Grammar and mechanics of writing will be emphasized.

**End-of-Course Outcomes**

Compose and produce effective business documents appropriate to meet industry standards; apply critical evaluation techniques to business documents and demonstrate the importance of coherent, ethical communication principles in business and industry.

**Specific Course Learning Outcomes**

<table>
<thead>
<tr>
<th>LEARNING ACTIVITIES</th>
<th>LEARNING OUTCOMES</th>
<th>EVALUATION</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All chapters</td>
<td>Demonstrate correct mechanics of writing, which include grammar, vocabulary, spelling, and punctuation.</td>
<td>Chapter Assignments, Independent Projects and Tests</td>
<td>C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
<tr>
<td>All chapters</td>
<td>Apply correct format to business documents.</td>
<td>Chapter Assignments, Independent Projects and Tests</td>
<td>C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
<tr>
<td>All chapters</td>
<td>Compose business documents which include memos, letters, and resumes.</td>
<td>Chapter Assignments, Independent Projects and Tests</td>
<td>C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
<tr>
<td>All chapters</td>
<td>Analyze the appearance and content of business documents.</td>
<td>Chapter Assignments, Independent Projects and Tests</td>
<td>C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
<tr>
<td>Chapters 8, 9, 10</td>
<td>Compose direct letters and memos, negative news, persuasive/sales, and goodwill/special documents.</td>
<td>Chapter Assignments, Independent Projects and Tests</td>
<td>C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
<tr>
<td>Chapter 15, project</td>
<td>Prepare a resume and related employment correspondence.</td>
<td>Chapter Assignments, Independent Projects and Tests</td>
<td>C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
<tr>
<td>All chapters, projects and tests</td>
<td>Develop responsibility by turning in assignments, tests, etc., on time according to the completion schedule.</td>
<td>Chapter Assignments, Independent Projects and Tests</td>
<td>C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
<tr>
<td>Class Introduction, Chapters 1, 3, 7, 10</td>
<td>Develop the ability to work within teams by participating in the Discussion Board.</td>
<td>Discussion Board in course site</td>
<td>C1, C3, C5, C6, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12</td>
</tr>
</tbody>
</table>
Learning Outcomes Map to Performance Objectives

The learning outcomes address the following SCANS competencies and foundation skills: C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12. See the list below for an explanation of these items.

The course Independent Projects address the following SCANS competencies and foundation skills: C1, C3, C6, C7, C8, C9, C10, C11, C12, C13, C14, C16, C18, C19, F1, F2, F7, F8, F9, F10, F11, F12, F16.

In addition to the SCANS listed above, successful completion of this course will also address SCANS C10, F13, F14, F16, F17. The following Workplace Skills will be addressed: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, 35.

PERFORMANCE OBJECTIVES

SCANS Competencies

The Secretary’s Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. The Office Technology Department at North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment.

|---------------------|---------------|------------------------------------------------------------------------------------------------------|

SCANS FOUNDATION SKILLS

|---------------------|---------------------|---------------------------------------------------------------|

WORKPLACE SKILLS

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
31. Set priorities.
32. Select/implement options/decisions including prediction of results of proposed action.
33. Organize personal workloads.
34. Participate in brainstorming sessions to generate new ideas and solve problems.


Course Outline
See the course schedule at the end of this syllabus or in Course Documents in the classroom.

Means of Assessment of Course Learning Outcomes
Your understanding of the course material and your grade will be determined as follows:

- **Scavenger Hunt Evaluation** to learn what is expected in the Blackboard Classroom and assignments – 100 points

- **Writing Assignments**: You will complete and turn in the 6 writing assignments from the specific chapter assignment documents in the classroom combined with the assigned activity in the textbook. These assessments will be graded for 1) using the correct document downloaded from the classroom named as described, 2) following directions with use of correct format and file name as instructed, 3) using correct grammar and mechanics (CLUE) use, and 4) application of that particular chapter content and all previous learned content. This is worth a Total of 600 points or 100 points per writing assignment.

- **Independent Projects**: You will complete two independent projects during the course based on all textbook concepts. These will be worth 100 points each. You can find the project details in Chapter Assignments Link when due. This is worth a Total of 200 points or 100 points each.
  - Independent Project (IP) 1 Assignment Chapter 10 is the common assessment activity for this course. This assignment is graded on a scale of 0-100 points. Five (5) points will be deducted for every typographical, punctuation, basic formatting like paragraphs or spacing, or grammar usage mistake. Twenty (20) points will be deducted for a concept error, or use of wrong format for example if the
instructions state to use the direct approach and it was not applied or write a Business Letter and you do not use the Business Letter format.

- **Independent Project (IP) 2 Assignment-Chapter 15 is worth 100 points and culminates the course content. This is considered your final exam.**

  - **Discussion Forum:** You are required to participate in each discussion forum. These are worth 20 points each (10 for initial discussion post due Thursday of the assigned week and 10 for responses to classmates due Sunday of the same week) for a total of 100 points. **These will not be graded if posted past final due date on the given week.** Important that these discussion posts are done to avoid lowering of final grade. **Remember: Make sure to address the person you are responding to in the post and failure to respond to at least 1 classmate will create a 10 deduction while failing to address the person in the post will cause a 5-point deduction.**

  - **Chapter Quizzes & Tests:** Test or quizzes will be taken online from a desktop or laptop at the proper classroom link. **These test and quizzes CANNOT be taken on a smart phones or tablet because they do not always work correctly; you must have a computer (desktop or laptop) to take these test/quiz.** They will cover material from each chapter of your textbook and notes from your instructor. Test must be taken after chapters are complete and all chapter assignments for that testing unit are turned in for grading. All tests are open book but are timed so don’t start then walk away from the computer because it will submit incomplete and will be graded as such.

  - **CLUE-Competent Language Usage Essentials Test:** These are comprehensive test including all CLUE Guide Rules covered through the chapters completed before the test due date. You will complete these two C.L.U.E. Proficiency Test after practicing the CLUE Chapter Review covering language use, grammar and mechanics concepts in each chapter and checking your work with the key in the back of the book. These CLUE practices include punctuation, capitalization, number usage, word use, and spelling. These Proficiency test are worth 100 points each for a semester total of 200 points. The CLUE Review are practice to prepare you for these tests.

**Evaluation Procedures**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scavenger Hunt Document</td>
<td>100 points</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>200 points</td>
</tr>
<tr>
<td>Writing Assignments</td>
<td>500 points</td>
</tr>
<tr>
<td>Discussion Forums Total</td>
<td>100 points</td>
</tr>
<tr>
<td>Project 1 (Persuasive Letter)</td>
<td>100 points</td>
</tr>
<tr>
<td>Project 2 (Resume)</td>
<td>100 points</td>
</tr>
<tr>
<td>CLUE Proficiencies Test A &amp; B total</td>
<td>200 points</td>
</tr>
<tr>
<td>Unit Test 1</td>
<td>100 points</td>
</tr>
<tr>
<td>Unit Test 2</td>
<td>100 points</td>
</tr>
<tr>
<td>Unit Test 3 = (Final Exam)</td>
<td>100 points</td>
</tr>
<tr>
<td>Total Points</td>
<td>1600 points</td>
</tr>
</tbody>
</table>
GRADING PROCEDURE FOR EACH ASSIGNMENT:
Your instructor reads and grades everything you write. The following is a list of possible deductions:
*Make sure to proofread and use Word’s Spell Checker and Grammar Checker on your document before submitting for grading*, because carelessness causes loss of points
- **-2 to 5 points** each for formatting error or **-20 points for using completely wrong format**
- **-5 points** for not following directions as described in assignment sheet and textbook instructions
- **-2 points** for a **misspelled word or sentences that do not make sense**; be sure to use your spell checker and to read for content clarity when proofreading
- **-10 points** for a **concept error**, for example if the instructions were for you to use the direct approach and you did not use it
- **-5 points** for **form errors**. Follow the form & alignment taught or used in each Chapter or use the Appendix A Forms for alignment and parts of the form according to instructions in assignment
- **-2 points** for **omitting a word or using an incorrect word** such as "their" for "there." Use the grammar checker.
- **-2 points** for **run-on sentences**; run-on sentences are two or more sentences (independent clauses) separated by a comma. Use the grammar checker.
- **-2 points** for a **capitalization error**. Use the grammar checker.
- **-2 points** for a **punctuation error**; do not add a comma unless you know the rule for using it. Use the grammar checker.
- **-2 points** for a **number usage error**. Use the grammar checker.
- **-2 points** for a **grammar error**. Use the grammar checker.

COMPLETING ASSIGNMENTS (INSTRUCTIONS FOR TURNING IN WORK)

- **Follow the Assignment Schedule** completing the assignments listed for each week most of which are **found in the classroom documents & further explained in the textbook**.
- **How to Complete Assignments**: Click on the Assignments link in the classroom, then click on the appropriate Chapter Assignments. **Download the assignment Word document and save the file to your local computer**. This downloaded Word document will give you the details along with Your Task in the textbook that is required to complete the assignment. **Do the assignment on this same downloaded Word document**. **DO NOT delete the instructions**; do the assignment using the **appropriate format as instructed** in details on a new page in the same downloaded Word document (do not use a new document to do the assignment). These instructions are to be used for all Writing Assignments and Independent Project 1. **IP 2 assignment can be done on a new document for each part and all 3 parts submitted in your upload.**
- **Each week you will take the assigned Chapter Quiz** which is an open book quiz that will be timed and automatically submit at end of the allotted time so be prepared to complete in one sitting within the time limit. The **CLUE Ch Review Practice** each week is not graded but is to prepare you for your CLUE TEST A & B.
- **Your writing assignments are worth 100 points each in the chapters where they are assigned. You must do the assignment in the downloaded Word document**. **Make sure to complete all parts of your assignment according to the Word document instructions and textbook instructions under “Your Task.”** **Do Not Use Red Fonts because I use that for grading purposes!** **Upload each completed assignment in the classroom to the appropriate upload link for submitting that assignment.** Make sure the document file is
named correctly as instructed. Your last name is part of the file name for the assignment document.

- You must create all of your assignments in Microsoft Word which is the document you download from the classroom. Do not use any other software for assignments.

- Writing Assignment Format: Always start on a new page from the instructions but in same document (if you do not know how to start a new page in the same document email me at nlcmeaux@gmail.com). Because this is a correspondence class, (a revised writing assignment should be separate from other instructions or list for each activity so you can use the correct format on the revision. Make sure you are using the correct format as directed in your task and/or document instructions when revising a writing exercise.
  - Both the directions for the activity on your assignment sheet and direction in the activity section under “your task” in the textbook should be followed. This may require critical thinking skills to combine instructions from both places.
  - Check in the chapter you are learning or the appendix A in the textbook for details on the required format for the activity. Most formats required are shown as samples in the Chapter you are working on at the time of the assignment. If it is not in the chapter than it is in the appendix A.

- A 5-point deduction will be applied if you do not follow instructions and if you do not name your file correctly.

- Everything you type is graded. Use bullets & labels to clarify your answers or when listings are needed in instructions.

- Proofread (read word for word what you really wrote and check your assignments carefully! Typos, missing words or nonsense wording cause you to lose points as do incorrect grammar or spelling. WORD has a Spelling and Grammar Checker; use it! DO NOT HIT “IGNORE” in Word Spelling and Grammar Checker!

Submitting Assignments

- Make sure to download your assignment document from the proper classroom link for said assignment and do your assignment on that document. Leave all instructions as presented in the downloaded Word document and do your assignment below my instructions (DO NOT DO ASSIGNMENT IN A NEW BLANK DOCUMENT!). Make sure to read both textbook and document instructions before doing the assignment because different instructions can be given in each area and must be combined in the submitted assignment.

- Save the document downloaded to your local computer using the given file name with your last name in front of the file name, example: LastName_CH 1 Writing Assignment Biography.docx. There will be a 5-point deduction if the file is not named correctly.

- In additions to the end of chapter clue reviews practice for each chapter, you will complete two Competent Language Usage Essentials (CLUE) Proficiency Test (A & B) during this course for a 100 point grade each so take advantage of these practice exercises to prepare you to succeed in your CLUE Test which are comprehensive test from guide rules learned in each chapter.

- You are to upload all assignments to the proper link in Blackboard Classroom which will put it in grade center to be graded.

- Please upload each chapter assignment as completed; don’t wait until deadline if completed early. You may work ahead of schedule.

- Send each week’s assignment no later than midnight Sunday of each week the assignment is due. If the assignment is not uploaded by the first due date a zero will be recorded. If you submit within the 1-week exception for due dates your assignment will be graded with the plenty deduction of 5-points for late submission applied to your grade. After
the 1 week past due date has passed the zero grade will remain. **You cannot submit your assignments if past the one week extension and earn a grade, no exceptions.**

- Assignments are **graded by me** when I download your uploaded file from grade center. On the downloaded document I will **make comments in red**, indicating the number of points deducted and reason for the deduction. The final grade will be shown at the top of the file that is returned to you via grade center. On your returned graded document **take time to read my comments and learn from your mistakes** so they will not be repeated. **REMEMBER Following Directions is very important!** If you feel something was not graded fairly email me at NLCMEAUX@gmail.com. Explain your concerns specifically and clearly. I will review and get back to you.

**Taking Tests**

- All test are taken online (from a desktop or laptop) not a smart phone or tablet. Go to the test link to take your test and read all instructions carefully, Make sure you have completed all of your chapter work for the given test before taking the test. You will have only one chance for these open book test which are time sensitive (when time expires the test will be submitted as is and cannot be resubmitted). Make sure to read about time limits before you begin taking your test. Do not start a test then walk away because your time will expire and automatically submit the test. You will get the grade earned as submitted. Make sure to save and hit submit when completing the test to make sure it submitted as you wished.
  - **Chapter assignments covered on each Unit Test must be submitted before taking the unit test.** This involves UNIT TEST 1, 2 and 3! If you take the test without doing the assignment 20 points will be deducted from your test score plus a zero for the missing assignments for those chapters. **So do not skip assignments and go right to the test.**
  - If a test is submitted late, ten points is deducted from the test score for missing the deadline.
  - Your tests are open book timed test. They will submit when time expires.

**Discussion Forum Participation**

Students may earn the following points per topic:

- (5) $x$ 20 points = A = 100 points total
- (*) $x$ 15 points = B = 89
- (*) $x$ 10 points = C = 79
- (*) $x$ 5 points = D = 69
- (*) $x$ 0 points = F = 0

*Based on the points, from 0-20, a numeric grade is assigned as indicated above.

**DUE DATES/DEADLINE POLICY—NO EXCEPTIONS!**

Fall 1 2019 semester classes are **Aug 26-Oct 16**

- All work must be submitted by **10 PM the final day of class.**
- You will complete whatever is listed on the assignment sheet for each week. No actual final exam given. Independent Project 2 is your final exam!
- **Nothing will be accepted after midnight final day of class, NO EXCEPTIONS.**
- The instructor reserves the right to return late submissions with a grade of zero.
- Incomplete grades (“I”) for online courses will not be given.
Weekly assignments are due on Sunday at midnight at end of each week.

- Please stay on target submitting assignments.
- Nothing will be accepted on the 2nd week after due date, therefore stay on target with due dates because you cannot submit your assignments at the end of the semester! (this 1-week grace period is allowed for unforeseen circumstances but nothing accepted after that time period)
- Late assignments will not be accepted the last week of the course. Students who wait until the end of the term to submit their late assignments will not have their work graded. Only the assignments shown on the completion schedule/assignment sheet for the final week of the semester will be graded. NO EXCEPTIONS.

Tests—If a test is submitted late, you will earn no more than 85% of the earned score. Any test submitted more than one weeks late will not be graded.

SEE COMPLETION OR ASSIGNMENT SCHEDULE in the classroom for individual assignment and test due dates or at end of this syllabus

NOTE: The instructor reserves the right to modify the course requirements, assignments, grading, procedures, and other related policies as circumstances so dictate. Watch your class announcements to know if changes are made. To receive a grade (or CE certificate), you must complete all assignments listed.

Grading Scale

1500-1343=A
1342-1193=B
1192-1043=C
1042-893=D
892-below=F

Discipline/ Course/ Department/Policies

STUDENT CONTRIBUTIONS

Your contribution includes the following:
You will spend at least three to six hours per week participating in class by doing the following:

- Read and study the textbook chapter assigned.
- Complete the Scavenger Hunt Assignment
- Complete all assignments on syllabus for that chapter each week by downloading documents from the classroom.
- Complete a Quiz for each Chapter when completing the Chapter reading
- Complete 3 Unit Tests in a timely manner.
- Complete 2 CLUE Proficiency Test and 2 Independent Projects
- Participate in discussion forums as directed by your instructor.
Attendance

Online attendance is taken each Sunday. Assignments submitted by midnight, Sunday will also count towards your attendance. If you do not submit the assignment by due date then, please send me an email to nlcmeaux@gmail.com updating me on your progress in the course. This email will count for attendance that week.

You must contact me by email to nlcmeaux@gmail.com the first week of class to guarantee attendance for Financial Aid purposes before the Census date. All correspondence for this class must be sent to the same email address.

The last day of class is Oct 16
The last day to withdraw from a class is Oct. 3rd
All coursework is due on or before the last day of class. Work turned in after this date will receive a grade of zero (0).

INSTITUTIONAL POLICIES-

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Other Campus Resources

SERVICE LEARNING
What is Service Learning? Service Learning (SL) is a program in which you will learn and develop through thoughtfully organized service experiences by participating in meeting real community needs. The program combines academic instruction along with active community service that utilizes both critical and reflective thinking skills that assist you in examining your civic responsibilities in the world in which you live. See your eCampus classroom for enrollment instructions. For questions or concerns, contact the Service Learning Coordinator, Katherine Villarreal, at kvillarreal@dcccd.edu or ncs1@dcccd.edu.

COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx.
**THE ACADEMIC SKILLS CENTER (ASC)**
The ASC is designed to provide the following assistance to students:

- An **ESOL lab** with computer access.
- Free tutoring for students enrolled in **Foreign Language** courses.
- The **iRead Lab** offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The **Writing Center** to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The **Online Writing Lab (OWL)** allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The **Blazer Internet Lounge** with 12 computers, additional open seating, and Wi-Fi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

**TESTING CENTER (A425)**
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.

Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.

Sunday – CLOSED

If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:

1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A425) or call 972-273-3160.
POFT 2312—BUSINESS COMMUNICATION II COMPLETION SCHEDULE

Fall 1 2019 semester classes are Aug 26-Oct 16 The last day of class Oct 16. The last day to withdraw from class is Oct 3 Please email your instructor before withdrawing.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Aug 26 – Sept 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin on Aug 26; Get online and send your Instructor an email to <a href="mailto:nlcmeaux@gmail.com">nlcmeaux@gmail.com</a> that you are able to go online to browse and print the course materials from the course website; also verify the email address you intend to use for this class. Please also furnish your instructor with a good phone number to contact you immediately if needed.</td>
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<tr>
<td><strong>All email correspondence with instructor must be sent to <a href="mailto:nlcmeaux@gmail.com">nlcmeaux@gmail.com</a></strong></td>
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<tr>
<td>• Read the Orientation and Syllabus.</td>
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<td>• Certification- 8/31/2019</td>
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<tr>
<td>• Discussion Board:Post Initial Post by Thursday to Discussion Board Introductory– 20 points. You also must reply to at least 1 classmate to get full credit by end of week.</td>
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<tr>
<td>• Do the Scavenger Hunt Quiz/Evaluation</td>
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<tr>
<td>• Read Chapter 1</td>
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<tr>
<td>o PRACTICE CLUE Review Quiz Chapter 1 Rules on Sentence Structure: covering Guide Rules 1 – 3 Rules in Appendix D of the textbook Check your completed CLUE Document with CLUE Key-1: in the Back of textbook before submitting</td>
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<td>• Take Chapter 1 Quiz at Test and Quizzes Link in the Classroom – 20 points</td>
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<tr>
<th>Week 2</th>
<th>Sept 2 - 8</th>
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<td>• Discussion Board: Chapter 1 Discussion Post by Thursday to Discussion Board– 20 points. You also must reply to at least 1 classmate to get full credit by end of week.</td>
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<tr>
<td>• Read Chapter 2</td>
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<tr>
<td>o PRACTICE CLUE Review Quiz Chapter 2 by Thursday (make sure to check with key in back of textbook) – 20 points</td>
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<tr>
<td>Chapter 2: Verb Use Guide 4 – 10 Appendix D</td>
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<td>Take Chapter 2 Quiz by Sunday midnight</td>
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<th>Sept 9 – 15</th>
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<tbody>
<tr>
<td>• Read Chapter 3</td>
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<tr>
<td>• Discussion Board:Post by Thursday to Chapter 3 – 20 points. You also must reply to at least 1 classmate to get full credit.</td>
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<td>• Chapter 3</td>
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<tr>
<td>o Take Chapter 3 Quiz – 20 points</td>
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<tr>
<td>o PRACTICE CLUE Review Quiz Chapter 3- See Appendix D Chapter 3: Pronouns Guide 11 – 18</td>
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<td>Week 4</td>
<td>Sept 16 - 22</td>
</tr>
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</table>
| • Read Chapter 4  
  o PRACTICE CLUE Review Quiz Chapter 4: 20 points by Thursday  
  Adjectives & Adverbs Guide 19–20  Appendix D  
  o Take Chapter 4 Quiz – 20 points by Sunday midnight  
| • Read Chapter 5.  
  o PRACTICE CLUE Review Quiz Chapter 5: 20 points by Thursday  
  Chapter 5: Commas Guide 21 – 26 Appendix D  
  o Chapter 5 Quiz – 20 points  
  o Ch 5 Writing Assignment: Test Perfecting the Paragraph.  
  100 points (Found Quizzes Link) For 50 Extra Points Do the  
  Handout found in Chapter 5 Assignments folder and upload to  
  appropriate link. – 50 extra points  |

**Week 5  
Sept 23 - 29**

**LAST DAY TO WITHDRAW WITH “W” October 3**

• Read Chapter 6  
  o PRACTICE CLUE Review Quiz Chapter 6: 20 points by Thursday  
  Chapter 6: Semi colons & Colons Guide 27 – 30  
  Appendix D  
  o Do Chapter 6 Quiz – 20 points  
  o Download & do Ch 6 Writing Assignment: 100 points (See  
  Chapter 6 folder found in Assignment link)  

• Complete CLUE TEST A – 100 points  
  CLUE. Test A found at Test & Quizzes Link in Classroom  
  Do Test 2 (Chapters 4-6) due by midnight Sunday  

• Read Chapter 7.  
  o Discussion Board: Post Chapter 7 to be posted by Thursday to – 20 points. You also must reply to at least 1  
  classmate to get full credit.  
  o Do Chapter 7 Quiz - 20 points  
  o PRACTICE CLUE Review Quiz Chapter 7: 20 points by Thursday  
  Apostrophes & Other Punctuation Guide 31 – 38  
  Appendix D  |

**Week 6  
Sept 30 – Oct 6**

• Read Chapter 8  
  o Do Chapter 8 Quiz - 20 points  
  o PRACTICE CLUE Review Quiz Chapter 8: 20 points by Thursday  
  Capitalization Guide 39 – 46 Appendix D  
  o Download & do Ch 8 Writing Assignment: (See Chapter 8  
  folder found in Assignment link) Use the Business Letter  
  Format found in Appendix A  |
<table>
<thead>
<tr>
<th>Week 7</th>
<th>Oct 7 - 13</th>
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</thead>
<tbody>
<tr>
<td>• Read Chapter 9.</td>
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<tr>
<td>o Do Chapter 9 Quiz - 20 points</td>
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<tr>
<td>o PRACTICE CLUE Review Quiz Chapter 9— 20 points by Thursday Chapter 9: Confusing Words &amp; Misspelled Words Review Guide Rules 47-50 in Appendix D</td>
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<tr>
<td>o Complete Competent Language Usage Test B— 100 points</td>
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<td>o (CLUE Test B found at Test &amp; Quizzes Link in Classroom)</td>
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<tr>
<td>• Read Chapter 10.</td>
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<tr>
<td>o Discussion Board: Post by Thursday to Discussion Board Chapter 10 – 20 points. You also must reply to at least 1 classmate to get full credit.</td>
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</tr>
<tr>
<td>o Do Chapter 10 Quiz - 20 points</td>
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<tr>
<td>o PRACTICE CLUE Review Quiz Chapter 10—Confusing Words &amp; Frequently Misspelled Words Review Guide Rules Appendix D beginning page D-17</td>
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<tr>
<td>o Download &amp; do Independent Project 1:— Writing Assignment (See Chapter 10 folder found in Assignment link) Use the Business Letter Format found in Appendix A - 100 points</td>
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<td>• Take Test 3</td>
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<th>Oct 14 - 16</th>
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<tr>
<td>• Read Chapter 15</td>
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<tr>
<td>Except for IP Project 2, all assignments and test must be completed no later than Oct 16, NO Exception!</td>
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<tr>
<td>• Complete Independent Project 2 Submit no later than 10 PM Oct 16— 100 points</td>
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**NOTES:**

1. *Chapters must be completed before tests may be taken.* Only one test turned in at a time.
2. 15% of earned grade will be deducted from test points for late submission.
3. Last day to drop a course with a "W": Oct 3
### Grading System for POFT 2312

<table>
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<tr>
<th>Writing Assignments</th>
<th>Pt Value</th>
<th>Your Score</th>
<th>Ch. Quiz</th>
<th>Pt Value</th>
<th>Your Score</th>
<th>Competent Language Usage Essentials</th>
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**Grading Scale**

- 1500-1343 = A
- 1342-1193 = B
- 1192-1043 = C
- 1042-893 = D
- 892-below = F

**Total Possible Point 1500**

Final Grade