

COURSE SYLLABUS

COURSE TITLE: POFT 2312.001 Business Correspondence and Communication
INSTRUCTOR: Krisha Hoelscher
OFFICE LOCATION Technology Center – 104D
PHONE: (806) 716-2244
MAIL: khoelscher@southplainscollege.edu
OFFICE HOURS: MW: 2:00-3:30 p.m., TTH: 8:00-9:00 a.m.; F 8:30-11:30 a.m.

I. GENERAL COURSE INFORMATION

- A. **DESCRIPTION:** This course provides skill development in business math problem-solving using electronic technology.
- B. **COURSE LEARNING OUTCOMES:** Students will be able to solve mathematical problems found in business environments pertaining to payroll, percent of increase and decrease, markup and markdown, cash and trade discounts, and simple interest.
- C. **COURSE COMPETENCIES:** A minimum grade of D is required to pass Business Math Using Technology in order to fulfill degree requirements for the course.
- D. **ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers.

Dishonesty in any form in this class will result in immediate dismissal from this class and an F as the final grade.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

A. **Course materials:**

- Business Communication Essentials, 7th Edition; Bovee & Thill *with MyBCommLab access code*; Pearson Publishing

- B. **Professionalism:** The courses in your program of study are designed to prepare you for employment in the workplace. Businesses require that you behave in a professional manner, so you are expected to practice professionalism in class. This includes everything from being courteous to your instructor and fellow students to the use of cell phones and other electronic devices.

- C. **Attendance Policy:** Punctual and regular attendance is required of all students. Missing four consecutive classes or having a total of five absences *may* result in an instructor-initiated withdrawal. Students are responsible for all missed material. **No late homework will be accepted!** At the end of the semester, the lowest homework grade will be dropped for each student. If a student is absent on a day that a test is given, **he or she will not be allowed to make up the test unless arrangements are made prior to the test day.** Any student not present at roll taking will be counted absent unless prior arrangements have been made.

November 17, 2016 is the final day to drop classes for the semester.

- D. **Grading Policy:** The student's final grade will be derived from the following scales:

- 50% Major Exams
- 30% Homework Assignments
- 20% Writing Assignments

Grade Determination

90 – 100 **(A)** 80 – 89 **(B)** 70 – 79 **(C)** 60 – 69 **(D)** Below 60 **(F)**

- E. **Special Requirements:** The SPC Learning Center provides students free tutoring, computer services and study skills information. The Learning Center is located on the third floor of the library building. Call 894-9611 ext. 2241 for help. **All students are expected to follow computer lab policies posted in computer labs.**

III. ACCOMMODATIONS

EQUAL OPPORTUNITY: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

DISABILITIES STATEMENT:

ADA Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

DIVERSITY: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.