

**POFT 2312.001
FALL 2017 SYLLABUS**

COURSE TITLE: Business Correspondence and Communication

INSTRUCTOR: Krishna Hoelscher, Instructor in Accounting – Business Administration
OFFICE: Levelland Campus, Technology Center #104-D
OFFICE HOURS: M-1:30-3:00; T-11-12:00; W 8:30-9:15 and 1:30-3:00; TH-11-12:00; F-8:30-11:30 and by appointment
TELEPHONE: 806-716-2244
COURSE ADDRESS: <http://southplainscollege.blackboard.com/>
ONLINE CLASS E-MAIL Please use the Course Messages link on the "Homepage" control panel within Blackboard for all correspondence with me for this course.
E-MAIL: khoelscher@southplainscollege.edu ([Use this address for an emergency backup only](#))

COURSE DESCRIPTION: This course provides development of writing and presentation skills to produce effective business communications.

COURSE LEARNING OUTCOMES: This course provides development of writing and presentation skills to produce effective business communications.

COURSE STRUCTURE:

Blackboard - All communication and grades will be conducted through Blackboard. Your initial Blackboard username will be your first initial, last name and last four digits of your student ID. Your initial password will be your Campus Connect PIN number.

The first time you log in, you will be required to change your password. Please change it to something that's easy to remember and write it down in a safe place. Do not – under any circumstances – give your username and/or password to anyone else or allow anyone to log in to your Blackboard account. Doing so will be viewed as academic dishonesty and action will be taken accordingly.

If the online environment is new to you or if you have problems of any nature, please do not let yourself become overwhelmed or spend hours of your time trying to figure out how to access something. If you need technical support for Blackboard, please contact the Instructional Technology Department at blackboard@southplainscollege.edu. You have many resources available to you for help and you can also contact me by e-mail, telephone, or come by my office. You can also go to <http://help.blackboard.com/student/index.htm> to access the student's instructional guide to Blackboard.

TEXTBOOK:



Essentials of Business Communication, 10th Edition
Author: Guffey and Loewy
ISBN:
9781305699199 – Loose-leaf Text with Access Code
9781305253476 – Access Code Only (An e-book is included with this option)

Internet Access: The computer you are using must be able to connect to the Internet and allow you to browse the World Wide Web. E-mail access is required to communicate with your instructor. To test for the ability to browse the Web, a computer must be able to visit these sites:

<http://southplainscollege.blackboard.com/>
Cengage MindTap – will be accessed through Blackboard

SPECIFIC COURSE INFORMATION AND REQUIREMENTS:

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. **Late assignments will not be accepted!!** 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.

Withdrawal Policy: If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the last drop date for the semester. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X"). **Last day to drop a course is November 16, 2017.**

Assignment Policy: Students are required to complete reading assignments, homework assignments, and exams as assigned by the instructor. Chapters and assigned course content needs to be read prior to completing assignments. Students will be allowed to drop one homework grade and one quiz grade at the end of the semester. Any homework, quiz or exam grades that were incomplete and resulted in a grade of "0," will not be dropped!! **Assignments are due by 11:59 p.m. on the date posted on the course schedule/calendar. Please note that late work/assignments will not be accepted.**

All assignments will be completed in Cengage MindTap

Examination Policy: Exams will have a time limit which will be posted in Cengage MindTap. **No makeup exams will be allowed.**

If you have special needs for taking tests, please contact me or special services the first week of classes. (Refer to Special Services Information under Other Policies in this syllabus.)

Grading Policy/Procedures:

Grades will be determined according to the following scale:

A (90-100); B (80-89); C (70-79); D (60-69); F (0-59)

The final course grade will include:

Homework Assignments – lowest grade will be dropped	30%
Grammar/Mechanics Checkup - (lowest grade dropped)	10%
Writing Assignments	20%
Exams and Projects	40%

All exams and projects will be worth 100 points each. A score of "0" due to missing an exam **WILL NOT** be replaced

Late assignments will not be accepted!!

Open Computer Labs: There is an Open Computer Lab located on the Levelland campus in the Technology Center. It is available to all students Monday – Thursday from 8:00 a.m. – 8:00 p.m. and Friday from 8:00 a.m. – 12:00 p.m. Students wanting to use the computers at the Reese or Lubbock Centers will have to check with those campuses to determine their policy for open labs.

Technical Problems/Support: If you are having computer problems, please start with the Help link on your Blackboard homepage. Please remember that it is your responsibility to have a backup plan if your computer goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** If you lose your assignments due to a computer crash, or any other situation, there is nothing I can do about it. Make sure you finish your assignments in a timely manner and DO NOT wait until the last minute!

OTHER POLICIES:

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. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism. **Dishonesty in any form in this class will result in immediate dismissal and an "F" as the final grade.**

Student Conduct: Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. A high standard of conduct is expected of all students. Students should refer to the SPC General Catalog policy regarding student conduct.

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:

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 at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

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.