

POFT 2312.001
FALL 2018 SYLLABUS

COURSE TITLE: Business Correspondence and Communication

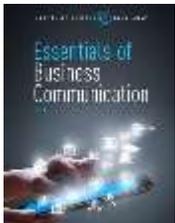
INSTRUCTOR: Krishna Hoelscher, Instructor in Accounting – Business Administration
OFFICE: Levelland Campus, Technology Center #104-D
OFFICE HOURS: M-1:30-3:00; T-11-12:00; W 8:30-9:15 and 1:30-2:30; TH-11-12:00; F-8:30-11:30 and by appointment
TELEPHONE: 806-716-2244
COURSE ADDRESS: <http://southplainscollege.blackboard.com/>
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 STRUCTURE:

Blackboard - All communication and grades will be conducted through Blackboard.

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**

This course will use **CNOWV2** from Cengage. Rather than purchase your course materials like you do for most classes, I highly recommend you purchase a [Cengage Unlimited](#) subscription. With a Cengage Unlimited subscription, you will have access to ALL Cengage eBooks and digital learning products – over 22,000 total – for only \$119.99 (extended subscriptions also available). One Cengage Unlimited subscription can be used across ALL courses this semester where Cengage products are assigned. So, if you are taking another course this semester that is using Cengage products, you will be able to access those course materials for no additional cost. You can purchase your Cengage Unlimited subscription in the **SouthPlainsCollege** Bookstore and at cengage.com after registering for your course in Blackboard.

Print: You'll be eligible to upgrade to a print rental for the cost of \$7.99 when you activate **CNOWV2** and subscribe to Cengage Unlimited. Shipping will be free for your print rental which includes the cost of shipping back to us. For print you can keep, purchase a loose-leaf version of the textbook at a discount through Cengage Unlimited. Loose-leaf shipping is free when purchased with Cengage Unlimited.

Pricing: Cengage Unlimited is \$119.99 for a 4-month subscription, \$179.99 for a 12-month subscription or \$239.99 for a 24-month subscription. Students on Financial Aid can purchase a Cengage Unlimited subscription from the **SouthPlainsCollege** bookstore.

Bonus: When your Cengage Unlimited subscription ends, you can keep up to six eBooks in a digital locker and access them for one year. (Introductory offer).

Extra Help: cengage.com/start-strong

As a reminder, you should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription. For this course, a Cengage Unlimited subscription is your best value!

SPECIFIC COURSE INFORMATION AND REQUIREMENTS:

Attendance Policy: Punctual and regular attendance is required of all students. Since this class only meets once a week, missing two consecutive classes or having a total of three 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 15, 2018.

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 CNow

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

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.

Diversity Statement

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.

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.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

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.