

COURSE SYLLABUS

COURSE TITLE: POFT 1301-151, Business English - Online

SEMESTER/YEAR: Spring 2023, January 17-May 4, 2023
FINAL – Monday, May 8
Available from 12 AM to 11:59 PM

INSTRUCTOR: Pat Dennis

OFFICE LOCATION: Lubbock Center, Room 120F

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ROOM
By Appt. Only	1-4 PM	By Appointment	1-4 PM	10 AM-12 PM	Lubbock Center Room 120F
				Other Times by Appointment	

OFFICE PHONE: 806-716-4638

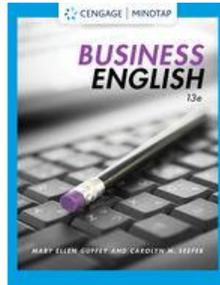
E-MAIL ADDRESS: pdennis@southplainscollege.edu

A student who enrolls in this class who may need classroom accommodations is strongly encouraged to schedule an intake interview with the special services department before enrolling in this class or prior to the add/drop date for this semester.

COURSE DESCRIPTION: This course provides study of practical application of basic language skills with emphasis on fundamentals of writing and editing for business.

COURSE GOALS: After successfully completing this course, the student should be able to apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write clear sentences and effective paragraphs.

ONLINE TEXT + MINDTAP



Textbook and Supplies: All that is needed for the course is a **Cengage Unlimited Card** for \$124.99 (plus tax). This will get you the access code to this class with E-Book and also the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!

You can purchase access to Cengage Unlimited in the bookstore, or through my Blackboard course during the first week of class. If you order please click on the following option to receive your access code by email.

SOUTH PLAINS COLLEGE

Textbooks - Merchandise - Graduation - Alumni - Fan Zone - About the Store -

Checkout

1. Select Address | **2. Shipping Method** | 3. Payment Options

Choose Shipping Method

Show Shipping Policy

Access delivery fee est. \$2.99

By choosing the Access Delivery Fee method you acknowledge that your printed access card will be unsealed and emailed to you. Orders delivered in this manner are non-refundable. Please allow one full business day to receive your emailed code.

[Continue](#)

Your Order [View Cart](#)

(Estimates)

Number Of Items:	1
Course Materials:	\$129.99
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$129.99
Estimated Taxes:	\$0.00
Grand Total:	\$129.99

Need Help?

Call us: 806.716.2399
Summer Hours 8am-4pm Mon-Thurs
8am-3pm Friday Fall Hours 8am-4:30pm Mon-Thurs 8am-4pm Friday
[Returns Policy](#)
[Email Us](#)

Choose Shipping Method

[Show Shipping Policy](#)

Access delivery fee est. \$2.99



By choosing the Access Delivery Fee method you acknowledge that your printed access card will be unsealed and emailed to you. Orders delivered in this manner are non-refundable. Please allow one full business day to receive your emailed code.

[Continue](#)

To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says Course Content. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

REMINDERS FOR STUDENTS

What to purchase: You should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value.

Start at the bookstore: Check the bookstore first when purchasing Cengage Unlimited. If it's not sold there, it can be purchased at the Cengage link in my Blackboard course! When digital is required: You will get a free 2 week trial access to both the digital product in use for your course and Cengage Unlimited.

Financial aid: You can purchase Cengage Unlimited with financial aid through the bookstore.

Print books: For every Cengage digital course activation (i.e. MindTap, WebAssign, OWL, SAM, CengageNOWv2, etc.) within Cengage Unlimited, you will be offered a print rental—they are just \$8.99 + free shipping. Print rentals can be redeemed only within Cengage Unlimited and ship direct to you. Alternatively, discounted loose-leaf options will be made available if you are enrolled in digital products as well

Additional Registration/Purchasing Support -- Should you need additional guidance, please visit www.cengage.com/start-strong.

ATTENDANCE POLICY

Instructors will create an attendance policy that is consistent with the "Class Attendance" policies stated below in the SPC General Catalog: [Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

A student who stops attending AND stops completing assignments, must take the responsibility of contacting the Registrar’s Office to drop the class. **I do not drop students for non-attendance.** It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is Thursday, April 27, 2023. Be advised – I do not accept late work for any reason.

Minimum log in for the course is at least three (3) days per week. However, I recommend checking in once a day if possible for announcements. I can see how many times you log in!

COVID INFORMATION

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

ASSIGNMENT POLICY

MindTap will be used for assignments. **Reading of each chapter is critical if you want to do well on MindTap assignments.** You can set homework reminders on your electronic devices for deadlines. **Assignments will open on Monday morning and will be due on Sunday nights at 11:59 PM. MindTap assignments should be done in the order they are presented.** Your work may be done at any time from home or by using a SPC computer lab. **You should not wait until Sunday to do your work.** It MUST be spread throughout the week. **NOTE: After you finish your MindTap assignments, make sure they flow over to Blackboard. Sometimes this takes a few days.**

EXAMINATION POLICY

Fourteen chapter exams and six unit exams will be given online. NO make-up exams are given. ALL students MUST take the final exam.

CONTACTING YOUR INSTRUCTOR

Use the email link provided in BB or simply send an email to me by using pdennis@southplainscollege.edu. **Do not use messaging since I do not use that tool in this class. Make sure you include your name and course information in the subject line of all emails to me. Without that, I can't identify who you are and what class you are enrolled in.**

GRADING POLICY

COURSE CATEGORIES	%
MindTap Activities (other than Chapter & Unit Exams)	60%
Chapter Exams	15%
Unit Exams	15%
Final	10%
Total	100%

NOTE: Final grades will be based on the following grading scale:

90-100	A
80-89	B
70-79	C
60-69	D
59 AND BELOW	F

Please review your grades in the **Blackboard gradebook**, not in the MindTap gradebook. The percentages listed above are calculated in Blackboard.

COURSE LEARNING OUTCOMES (C1,3,5,6,7,8,9,11,13,14,15,18,19)



Course Learning Outcomes

Upon successful completion of this course, students using ***Business English, 12e***, should be able to do the following:

- Identify parts of speech and understand how they function in sentences.
- Write complete sentences avoiding fragments, comma splices, and run-ons.
- Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.
- Develop proficiency in punctuation, capitalization, and number style skills.
- Demonstrate realistic applications of current usage and style in today's workplace.
- Demonstrate improved vocabulary, spelling, and editing skills.
- Recognize and create professional business messages that demonstrate correct formats and ideas expressed in clear, concise, and correct English.

COURSE OUTLINE

WEEKS 1 & WEEK 2 – Chapter 1 – *Parts of Speech*

Objectives: After studying this chapter you should be able to:

1. Understand the content of business English and its relevance to you and your career.
2. Define the eight parts of speech.
3. Recognize how parts of speech function in sentences.
4. Use Words in a variety of grammatical role.

WEEKS 1 & 2 - CHAPTER 2: *Sentence: Elements, Varieties, Patterns, Types, and Faults*

Objectives: After studying this chapter you should be able to:

1. Recognize basic sentence elements including subjects and predicates.
2. Differentiate among phrases, dependent clauses, and independent clauses.
3. Understand how to use to use simple, compound, complex, and compound-complex sentences.
4. Identify four basic sentence patterns.
5. Punctuate statements, questions, commands, and exclamations.
6. Use techniques to avoid three basic sentence faults: fragments, commas splices, and run-on sentences.

WEEK 3 – CHAPTER 3: *Nouns: Plurals and Possessives*

Objectives: After studying this chapter you should be able to:

1. Distinguish between proper and common nouns.
2. Make regular and irregular nouns plural.
3. Spell correctly the plural forms of nouns ending in y, f, and o; proper nouns; surnames; compound nouns; and numerals, letters, abbreviations, and acronyms.
4. Follow three steps in applying the apostrophe to show possession.
5. Distinguish between descriptive nouns and possessive nouns.
6. Create correct possessive forms of compound nouns, names, ad abbreviations while also avoiding awkward possessives.
7. Make challenging nouns plural, including foreign nouns and special nouns.
8. Construct correct forms for possessives that involve time, money, incomplete possessives, separate and combined ownership, and academic degrees.

WEEK 4 – CHAPTER 4: *Pronouns*

Objectives: After studying this chapter you should be able to:

1. Use subjective, objective, and possessive pronouns correctly.
2. Chose the correct pronoun in compound constructions, comparatives, appositives, reflexives, and following linking verbs
3. Make pronoun references clear, and ensure that personal pronouns agree with their antecedents in number and gender.
4. Make personal pronouns agree with subjects joined by *or* or *nor*, indefinite pronouns, collective nouns, company and organization names, and the adjectives *each* and *every*.
5. Understand the functions of *who*, *whom*, *whoever*, and *whomever*, and follow a five-step procedure in using these words correctly.
6. Use the possessive pronoun *whose* and the contraction *who's* correctly.

WEEK 5 – CHAPTER 5: *Verbs*

Objectives: After studying this chapter you should be able to:

1. Identify transitive, intransitive, linking, and helping verbs.
2. Recognize the functions and uses of active- and passive-voice verbs.
3. Use correctly verbs in the present, past, and future tenses. Recognize and use correctly participles, gerunds, and infinities.
4. Identify and remedy dangling verbal phrases and other misplaced modifiers.
5. Understand and apply the subjunctive mood correctly.
6. Write the correct forms of irregular verbs.
7. Recognize verb forms in the progressive and perfect tenses.

WEEK 6 – CHAPTER 6: Subject-Verb Agreement

Objectives: After studying this chapter you should be able to:

1. Locate the subjects of verbs despite prepositional phrases, intervening elements, sentences beginning with *there* and *here*, and inverted sentence structure.
2. Make verbs agree with subjects joined by *and*, with company and organization names, and with titles.
3. Make verbs agree with subjects joined by *or* or *nor*.
4. Select the correct verbs to agree with indefinite pronouns and collective nouns.
5. Make verbs agree with *the* number and *a* number; quantities and measures; fractions, portions, and percentages; and *who* and *that* clauses.
6. Achieve subject-verb agreement with phrases and clauses as subjects and with subject complements.

WEEK 7 – CHAPTER 7: Modifiers: Adjectives and Adverbs

Objectives: After studying this chapter you should be able to:

1. Decide whether to use adjectives or adverbs in sentences.
2. Form the comparative and superlative degrees of regular and irregular adjectives and adverbs.
3. Use articles, demonstrative adjectives, possessive adjectives, compound adjectives, and independent adjectives correctly
4. Avoid double negatives.
5. Master the correct use of commonly confused adjectives and adverbs.
6. Make comparisons within a group, and place adverbs and adjectives close to the words they modify.

WEEK 8 – CHAPTER 8: Prepositions

Objectives: After studying this chapter you should be able to:

1. Use objective-case pronouns as objects of prepositions.
2. Avoid using prepositions in place of verbs and adverbs.
3. Use challenging preposition correctly.
4. Retain necessary prepositions, omit unnecessary ones, and construct formal sentences that avoid terminal prepositions.
5. Recognize idioms and idiomatic constructions.
6. Use idioms involving prepositions correctly.

WEEK 9 – SPRING BREAK

WEEK 10 – CHAPTER 9: *Conjunctions*

Objectives: After studying this chapter you should be able to:

1. Punctuate compound sentences using coordinating conjunction such as *and*, *or*, *nor*, and *but*.
2. Punctuate compound sentences using conjunctive adverbs such as *therefore*, *however*, and *consequently*.
3. Join unequal sentence elements using subordinating conjunctions such as *although*, *because*, *if*, *since*, and *when*.
4. Punctuate introductory dependent, terminal dependent, parenthetical, essential, and nonessential clauses.
5. Recognize correlative conjunctions such as *either ... or*, *not only ... but also*, and *neither ... nor*.
6. Add variety to sentences by using more complex sentence patterns.

WEEK 11 – CHAPTER 10: *Commas*

Objectives: After studying this chapter you should be able to:

1. Use commas correctly in series, direct address, and parenthetical expressions.
2. Use commas correctly in punctuating dates, time zones, addresses, geographical items, and appositives.
3. Use commas correctly in punctuating independent adjectives and with the adverb *too*.
4. Use commas correctly in punctuating introductory verbal phrases, prepositional phrases, independent clauses, introductory dependent clause, terminal dependent clause, and nonessential clauses.
5. Use commas correctly in punctuating abbreviations, degrees, professional designations, and numerals.
6. Use commas correctly to indicate omitted words and contrasting statements, to separate repeated words, for clarity, and with short quotations.

WEEK 12– CHAPTER 11: *Semicolons and Colons*

1. Use semicolons correctly in punctuating compound sentences.
2. Use semicolons when necessary to separate items in a series.

3. Learn the proper use of colons to introduce listed items.
4. Correctly use colons to introduce long quotations and explanatory sentences.
5. Distinguish between the use of commas and semicolons preceding expressions such as *namely*, *for instance*, and *that is*.
6. Use colons appropriately in business letter salutations, website addresses, tie, ratios, and publication titles; and know when to capitalize words following colons.

WEEK 13--CHAPTER 12: *Other Punctuation*

Objectives: After studying this chapter you should be able to:

1. Use periods to correctly punctuate statements, commands, indirect questions, polite requests, abbreviations, initials, and numerals.
2. Use question marks and exclamation marks correctly.
3. Use hyphens correctly.
4. Recognize acceptable applications for dashes and parentheses, and correctly punctuate material set off by parentheses and dashes.
5. Use double and single quotation marks properly, and correctly place other punctuation marks in relation to quotation marks.
6. Use italics, brackets, and apostrophes appropriately.

WEEK 14 – CHAPTER 13: *Capitalization*

Objectives: After studying this chapter you should be able to:

1. Properly capitalize sentence beginnings, the pronoun *I*, proper nouns, and proper adjectives.
2. Determine when to capitalize geographic locations, organization names, academic courses and degrees, and seasons.
3. Understand how to capitalize business correspondence components and titles of people.
4. Correctly capitalize numbered and lettered items; points of the compass; departments, divisions, offices, agencies, and committees; government terms; product names; and literary and artistic titles,
5. Capitalize beginning words; laws, bills acts, treaties, and amendments; celestial bodies; ethnic, cultural, language, and religious references; and words following *marked* and *stamped*.
6. Apply special rules in capitalizing personal titles and terms.

WEEK 15 – CHAPTER 14: *Numbers*

Objectives: After studying this chapter you should be able to:

1. Correctly choose between figure and word forms to express general numbers, numbers beginning sentences, and numbers that require hyphens and commas.
2. Express money, dates, clock time, addresses, telephone numbers, and company and product names appropriately.
3. Use the correct form in writing related numbers, consecutive numbers, periods of time, ages, anniversaries, and round numbers.
4. Use the correct form in expressing numbers used with words, abbreviations, and symbols.
5. Express correctly weights, measurements, fractions, percentages, and decimals.
6. Use the correct form in expressing grades, scores, voting results, and ordinals.

POFT 1301-151, Business English MindTap Assignment Schedule Spring 2023

	Assignment	Due Date
Weeks 1 & 2	Chapter 1	Sunday, January 29, 11:59 PM
Weeks 1 & 2	Chapter 2	Sunday, January 29, 11:59 PM
Weeks 1 & 2	Unit 1 Exam	Sunday, January 29, 11:59 PM
Week 3	Chapter 3	Sunday, February 5, 11:59 PM
Week 4	Chapter 4	Sunday, February 12, 11:59 PM
Week 4	Unit 2 Exam	Sunday, February 12, 11:59 PM
Week 5	Chapter 5	Sunday, February 19, 11:59 PM
Week 6	Chapter 6	Sunday, February 26, 11:59 PM
Week 6	Unit 3 Exam	Sunday, February 26, 11:59 PM
Week 7	Chapter 7	Sunday, March 5, 11:59 PM
Week 8	Chapter 8	Sunday, March 12, 11:59 PM
Week 9		SPRING BREAK (March 13-17)
Week 10	Chapter 9	Sunday, March 26, 11:59 PM
Week 10	Unit 4 Exam	Sunday, March 26, 11:59 PM
Week 11	Chapter 10	Sunday, April 2, 11:59 PM
Week 12	Chapter 11	Sunday, April 9, 11:59 PM
Week 13	Chapter 12	Sunday, April 16, 11:59 PM
Week 13	Unit 5 Exam	Sunday, April 16, 11:59 PM
Week 14	Chapter 13	Sunday, April 23, 11:59 PM
Week 15	Chapter 14	Sunday, April 30, 11:59 PM
Week 15	Unit 6 Exam	Sunday, April 30, 11:59 PM
Week 16		Review
	FINAL	Monday, May 8 (open from 12:00 AM to 11:59 PM)

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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, Lubbock Centers (located at the Lubbock Downtown Center) 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 Health and Wellness Center. 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 the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

FOOD AND DRINK IN CLASSROOMS

It is the policy of South Plains College not to permit food or drink in the classrooms or laboratories.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

894-9611, ext. 2338 - Levelland Campus 747-0576, ext. 4677 – Lubbock Center 885-3048, ext. 2923 - Reese Center (mobile 893-5705)