

COURSE SYLLABUS

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

SEMESTER/YEAR: Fall 2019, August 26—December 10, 2019
FINAL – Monday or Tuesday, December 9 or 10 – available both days from 12 AM to 11:59 PM

INSTRUCTOR: Pat Dennis

OFFICE LOCATION: Lubbock Center, Room 120F

OFFICE HOURS:

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

OFFICE PHONE: 806-716-4638

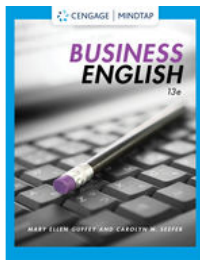
E-MAIL ADDRESS: pdennis@southplainscollege.edu

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 access code – ISBN #9781-30564-6254 (Cengage Publishing)

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 South Plains College 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.

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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 receiving Financial Aid can purchase a Cengage Unlimited subscription from the South Plains College 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.

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!

ATTENDANCE POLICY

Even though this is an online class, students must still access the course on a regular basis. The Blackboard software used to manage this course tracks student logins, tracks when and where the student has accessed the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you remain involved on a regular basis. You will need to check your SPC e-mail or forward it to another e-mail of your choice. You can do this by clicking the following

link: https://myspc.southplainscollege.edu/ICS/Students/Information_Technology/Email.jnz

The minimum log in requirement 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!

Always go to BB first and use the MindTap link to access your assignments. The recommended browser is FireFox.

WITHDRAWAL POLICY

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. Lack of participation in an online class can also be the reason a student might be dropped from a class. Login to a class is treated as equivalent to physical attendance in a regular class that meets face to face. If it is determined that a student was 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.

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 first 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"). **The last day to drop a class is November 14, 2019. However, always discuss this with your instructor before**

dropping.

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: Not all of your grades will be in MindTap; your final grade will always be shown in Blackboard. 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.

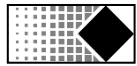
GRADING POLICY

| 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 |

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

WEEK 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.

WEEK 3 - 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 4 – 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 5 – CHAPTER 4: *Pronouns*

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

1. Use subjective, objective, and possessive pronouns correctly.
2. Choose 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 6 – 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 infinitives.
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 7 – 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 8 – 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 9 – 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 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
Fall 2019**

| Assignment | Due Date |
|--------------------|---|
| Chapter 1 | Sunday, September 8, 11:59 PM |
| Chapter 2 | Sunday, September 15, 11:59 PM |
| Unit 1 Exam | Sunday, September 15, 11:59 PM |
| Chapter 3 | Sunday, September 22, 11:59 PM |
| Chapter 4 | Sunday, September 29, 11:59 PM |
| Unit 2 Exam | Sunday, September 29, 11:59 PM |
| Chapter 5 | Sunday, October 6, 11:59 PM |
| Chapter 6 | Sunday, October 13, 11:59 PM |
| Unit 3 Exam | Sunday, October 13, 11:59 PM |
| Chapter 7 | Sunday, October 20, 11:59 PM |
| Chapter 8 | Sunday, October 27, 11:59 PM |
| Chapter 9 | Sunday, November 3, 11:59 PM |
| Unit 4 Exam | Sunday, November 3, 11:59 PM |
| Chapter 10 | Sunday, November 10, 11:59 PM |
| Chapter 11 | Sunday, November 17, 11:59 PM |
| Chapter 12 | Sunday, November 24, 11:59 PM |
| Unit 5 Exam | Sunday, November 24, 11:59 PM |
| Chapter 13 | Sunday, December 1, 11:59 PM |
| Chapter 14 | Sunday, December 8, 11:59 PM |
| Unit 6 Exam | Sunday, December 8, 11:59 PM |
| FINAL | Monday or Tuesday, December 9 or 10 (open from 1 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.

SPC Standard Disability 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, Lubbock 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, 806-894-9611

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.

4.1.1.4 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.

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)**