

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX	NO.	EFFECTIVE DATE	NEXT REVIEW DATE
	BUS	130	May 2009	May 2010
TITLE:			CREDIT	CONTACTS
				CLASS - LAB - TOTAL
Business Communications			3	3 0 3

PREREQUISITES: ENG 100 or higher with a grade of "C" or better or equivalent placement score.

DESCRIPTION:

Level I: This course covers the application of communication skills to situations routinely encountered in business environments.

Level II: The primary objective of this course is to help the student develop the ability to plan and write successful business letters, memos, and informal reports--the keys to efficient, productive business operations. Written communication is important to any company or organization; and therefore, the ability to plan and write effective correspondence can enhance the opportunities for a successful business career.

Practice is also provided in areas relating to ethics, cross-cultural and international communications, and electronic communications.

TEXTBOOK(S) OR ALTERNATIVE:

Essentials of Business Communication, 8th edition, 2010, by Mary Ellen Guffey, South-Western Publishing Company.

MATERIALS (specifying those to be purchased by student):

Dictionary

COLLATERAL READING: None

CLASS MANAGEMENT ACTIVITIES: (Attendance, tardies, testing, etc.):

Academic Honesty:

During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of zero on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of "0" on the work and further disciplinary action. Please refer to the "Student Code Book" on "Academic Dishonesty".

Absences:

Twenty percent (20%) of total class hours will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

Makeup Tests:

Makeup tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and must be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week or it will be dropped a letter grade.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class.

Assigned Work:

If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

There will be no food or drinks allowed in the classroom. Also, students are reminded of College Policy regarding beepers, pagers, cell phones, etc.; all must be turned off upon entering class and remain off and out of sight during class.

Student ID:

It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

DISABILITIES STATEMENT:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog*)

RESOURCES (A-V, persons, tools/equipment):

Worksheets

Videos

Transparencies

Collection of actual letters that illustrate good and bad business correspondence

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and
Calendar or approximate length of time devoted to topic.

TENTATIVE OUTLINE

WEEK(S)

1-2	Orientation Grammar/Mechanics Handbook
3-5	Unit I Communicating in Today's Workplace Unit II The Writing Process
6-8	Unit III Communicating At Work
9-12	Unit IV Reporting Workplace Data
13-15	Unit V Professionalism, Teamwork, Meetings, and Speaking Skills Unit VI Employment Communication

OBJECTIVES OF COURSE: Students will be able to:

1. Refine and expand understanding and use of Standard English.
2. Develop proficiency in using Standard English for business writing.
3. Develop proficiency in using up-to-date stylistic principles such as punctuation, capitalization, number expression, and abbreviations.
4. Review or learn letter parts, placement styles, unacceptable expressions.
5. Improve spelling and vocabulary.
6. Produce acceptable typed business letters, memos, and resume'.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

1. Explanation by instructor.
2. Practice worksheets—review in class and correct errors.
3. Examination of good and bad examples of business correspondence.
4. Composing and formatting on the computer.
5. Writing improvement cases.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Written objective tests . . . 40 percent
Writing assignments 60 percent

GRADING SCALE:

A = 100 - 93
B = 92 - 85
C = 84 - 77
D = 76 - 70
F = BELOW 70

Some of our assignments will be completed during class, but it will be necessary at times for the student to use the Success Center to prepare documents. In this way, the student may take advantage of the updated technology in the form of word processing, electronic dictionaries, etc.

If the student wishes, one rewrite (to improve grade) will be permitted on each chapter's writing assignment.