**Syllabus**

**Business Communications**

**(Business Words @ Work 1-3)**

**Dual Credit Course**

***Instructor and Class Information***

|  |  |
| --- | --- |
| ***Name*** | Mrs. Modl |
| ***E-mail Address***  ***Instructor Hours***  ***Start/End Date***  ***Meeting Times***  ***Course Website*** | [nmodl@cornell.k12.wi.us](mailto:nmodl@cornell.k12.wi.us)  Prep 3rd Period  September 1, 2017 – January 16, 2018  Period 4: 10:26–11:11  Google Classroom |

***Course Information***

***Course Description:***  This course is a sequence of three that develops students into successful communicators in the business office. In the first course of the sequence, students will develop proofreading skills, apply grammar skills, examine formats, and identify word usage errors in a variety of business documents.

In the second course of the sequence, students will apply proofreading and grammar skills as they analyze word usage errors and critique and edit a variety of business documents.

In the third, and final course of the sequence, students will apply intense drill and review of proofreading, editing, and formatting. Students will use these skills to properly format and compose a variety of business documents.

***Total Credits:*** .5 (High School)  
 3 (College)

***Textbooks:***

1. Clark & Clark. *HOW 13, A Handbook for Office Professionals.* Edition: 13. Publisher: South-Western Cengage. Year: 2014. ISBN: 978-1-133-58663-0. Required

2. Larry G. Pagel*.* [*Proofreading and Editing Precision, Edition: 6th.*](http://www.cengage.com/search/productOverview.do?Ntt=pagel+proofreading+and+editing||9780538450454&N=11&Ntk=all%7C%7CP_Isbn13) Publisher: South-Western Cengage. Year: 2011. ISBN-13: 9780538450454.Required

***Supplies:*** Computer, Notebook, Folder, Pen/Pencil, **RED** pen

***Core Abilities:***

* Thinks Critically
* Communicate effectively

***Course Level Learning Objectives – Competencies***

* Students will develop proofreading skills.
* Students will apply grammar and English principles to business documents.
* Students will examine common business document formats and industry terminology.
* Students will incorporate advanced grammar and punctuation principles to business documents
* Students will critique grammar and English usage in business documents.
* Students will critique business documents.
* Students will edit business documents.
* Students will format a variety of business documents.
* Students will prepare final format of business documents.

***Classroom Policies***

* + **Cell Phones:** Cell phones and other electronic devices must be put away during class. If you are using your phone to play games without my permission, your phone will be in phone prison until the end of the class. Each student will get one phone warning only!
  + **Participation:** Chapters are to be read prior to class. You should be prepared to enter class discussions. You will be called upon to provide answers. You are also expected to have completed problems to the best of your ability, and to share your thoughts and process with the class.
  + **Assignments:** Homework assignments are to be completed prior to class. Incomplete homework will result in a 0 grade. Assignments will be accessible in Google Classroom.
  + **Class Attendance:** It is assumed that students will make every attempt to be at all classes and be on time. We all benefit from everyone’s input and experience. If, however, it is necessary to miss class, it is the student’s responsibility to contact me and retrieve makeup work.
  + **Quizzes:** Quizzes will be given throughout the courses. There will be no surprise quizzes, and some will be open book/notes.
  + **Tests:** Please try to be present on test days. Cheating and Collaboration are not allowed on exams and will result in a score of a 0 on the test. Makeup tests will be allowed for excused absences.
  + **Feedback:** It is important to me that you know how you’re doing in the course. I will provide individual and group feedback for each major assignment in the course and we will debrief homework in class too. I typically grade assignments within a couple days of due date.
  + **Respecting Others:** We are all individuals and have our own views and perspectives on issues. If you are uncomfortable with a topic or comment made, please let me know. Follow etiquette guidelines.
  + **Inappropriate Behavior:** Name-calling, inappropriate innuendoes, personal rude/disrespectful comments, swearing, inappropriate touching, and physical violence are unprofessional and not tolerated in the classroom. Students will be reminded once. If behavior continues, the students will be asked to leave the room immediately and further discipline action will be taken.

***Grading Information***

***Grading Rationale:***

Student Assessment:

Evaluation will be comprised of a variety of learning activities, quizzes, projects, and tests. I will provide feedback on all submitted items within three days of the due date.

Activities and Assessments: you will complete proofreading exercises, perform review assignments, search for published errors, and take quizzes and exams.

**Assignment Deadlines:** All work must be received on or before the scheduled due date or the late work policies that follow will be used when evaluating your work. For example, if work is due on Monday, you have until the end of the class period on Monday to submit your work. Work submitted after the assigned class period on Monday is late.  **Specific due date information is listed in Google Classroom.**

**Late Work.**  Although late, work submitted within *48 hours following the due date* will be evaluated and scored with a 30 percent reduction in points. For example, you submit work 5 minutes after the due date.  The activity is worth a possible 15 points.  You earn 10.5 of the 15 points.  After the late work reduction has been applied, a score of 7 points would be entered in the gradebook.  (10 points earned \*.30 = 3 points; 10 – 3 = 7 points).  All work submitted after this 48 hour timeframe will not be evaluated for points and a score of zero will be entered into the gradebook.

An exception to the late work policy listed above will be made for the emergency situations. No other exceptions will be made. When an emergency arises, contact me as soon as you are possible.  At that time we’ll determine when the missed work will be due.

The scores in this course are weighted. Your final score will be determined based on the following:

***Grading:*** Grades will be weighted as follows:

***Learning Activities (exercises, published errors, worksheets, etc.:***30% ***Chapter or unit quizzes:*** 10% ***Tests:*** 60%

***Grading Scale:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GRADE** | **PERCENTAGE** | **GRADE** | **PERCENTAGE** | **GRADE** | **PERCENTAGE** |
| A | 93-100% | B- | 80-82% | D+ | 67-69% |
| A- | 90-92% | C+ | 77-79% | D | 63-66% |
| B+ | 87-89% | C | 73-76% | D- | 60-62% |
| B | 83-86% | C- | 70-72% | F | Below 60% |