CASPER COLLEGE COURSE SYLLABUS
BOTK 1540-N1 Business English

Semester/Year: Spring 2015

Lecture Hours: 3  Lab Hours: 0  Credit Hours: 3
Class Time: 11a-1150am  Days: MWF  Room: BU 310

Instructor’s Name: Joe Simon

Instructor's Contact Information: Office Phone: 268-2376- voice mail  Email: jsimon@caspercollege.edu
Office-attached

Office Hours: M W 10-11am and 2-3pm, Tuesday and Thursday, 11am-1215 pm or by appointment

Course Description: This course is designed for those who need a review of basic communication skills. Students study the fundamentals of grammar, punctuation, and spelling. These skills are applied to situations that occur in business offices.

Statement of Prerequisites: none

Institutional Outcomes (Check any Casper College General Education Outcomes that apply from the list below.)

1. Demonstrate effective oral and written communication
2. Solve problems using critical thinking and creativity
3. Demonstrate knowledge of diverse cultures and historical perspectives
4. Appreciate aesthetic and creative activities
5. Use appropriate technology and information to conduct research
6. Describe the value of personal, civic, and social responsibilities

Note: Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work

Goal: To acquire a practical knowledge of English for business writing to meet personal and professional demands.

Outcomes:
- To improve spelling and grammar skills
- To practice the mechanics of writing to improve clarity and comprehension
- Apply knowledge to practical situations using business writing techniques
Methodology: This course utilizing the Moodle course management software system. In addition, there will be homework assigned using the textbook's Cengage online website. Instructions are provided in the Moodle shell for access to this website. Since this class falls under the auspices of the BOTK department, please note the department head's guidelines as follows: "The successful student will be highly self-motivated. College courses typically require 2 hours of homework time for every hour spent in class, which makes the total time requirement for this course as high as 126 hours for the entire semester (9 hours per week). You may not spend that much time every week- some weeks may require more time and some weeks will require less time." (Roberta Marvel)

Chapter readings: MUST be done ahead of time to allow for proper participation in class discussions.

Quizzes: During the week a chapter is discussed, quizzes will be made available on the Cengage website for the purpose of preparing for unit tests. Your highest quiz from EACH chapter will count toward your grade. Be sure and note the deadlines posted on the Cengage website for the quizzes.

Forum (Discussion) postings:

- Students will be required to post responses to assigned discussion questions.
- Students will be required to post replies to their classmates’ discussion postings.
- Specific instructions as to quantity and quality of forum postings are provided in the online forum posting rubric.
- Purpose of forum postings: This is designed primarily as interaction between students to help students. Therefore, I do not necessarily comment on or respond to the postings. If you have additional questions, please bring them up in this forum so that you can help each other. Hopefully these discussions will help everybody obtain a better understanding of the chapter than would be possible by doing solitary work.

Homework points: The homework grade is based on work that is done. Homework assignments (including self study plans) for each chapter are set up online at the Cengage website. Please note the deadlines posted on the Cengage website for the homework.

Tests: Unit tests will cover 2 to 3 chapters. Tests missed will be recorded with a grade of zero in the gradebook. At the end of the semester, if you have not missed a test, your lowest test score will be dropped. Dropping tests is in place of make-up tests and all the inconvenience that causes for everyone involved. NO MAKE-UP TESTS will be allowed. Plan accordingly. Avoid missing tests at the beginning of the semester in case you encounter an emergency later on. The dropped test is intended to address emergency absences for the entire semester. Please do not ask for make up tests to allow you to use the drop for some other lower score! If you need to miss more than 2 weeks school, you will want to consider dropping the course, since the material in each chapter builds on the previous chapters.

Evaluation Criteria:

GRADING:
The grading will be based on total points earned during the semester. The following are tentative point distributions:

| Homework and Self Study points | 200 |
| Quizzes | 200 |
| Posting forum discussions | 200 |
| Tests | 400 |
| Final-comprehensive (cannot be dropped) | 200 |
| Total points possible | 1200 |
To get: you need:
A 1080-1200 90%
B 960-1079 80
C 840-959 70
D 720-839 60
F under 60%

NOTE: As assignments are adjusted during the semester, the different categories, i.e., Homework, Quizzes, etc. will be maintained at the same overall % of the total grade.

Required Text, Readings, and Materials: Business English Guffy & Seefer 11e South-Western Cengage Learning; CengageNow homework (bundled package)

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: April 16, 2015.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

<table>
<thead>
<tr>
<th>School Calendar Week **</th>
<th>Chapter</th>
<th>Topic</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1/20/2015</td>
<td>Appendices</td>
<td>Developing Spelling Skills/Vocabulary Skills/Document Format Guide</td>
<td></td>
</tr>
<tr>
<td>2 1/27/2015</td>
<td>1</td>
<td>Parts of Speech</td>
<td></td>
</tr>
<tr>
<td>3 2/2/2015</td>
<td>2</td>
<td>Sentences</td>
<td>Test Unit 1</td>
</tr>
<tr>
<td>4 2/9/2015</td>
<td>3</td>
<td>Nouns</td>
<td></td>
</tr>
<tr>
<td>5 2/16/2015</td>
<td>4</td>
<td>No class Monday-President’s Day Pronouns</td>
<td></td>
</tr>
<tr>
<td>6 5</td>
<td>5</td>
<td>Verbs</td>
<td>Test Unit 2</td>
</tr>
</tbody>
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### Subject - Verb Agreements
- **3/2/2015**: Subject-Verb Agreements
- **3/9/2015**: Spring break
  - No class…
- **3/16/2015**: Spring break
- **3/23/2015**: Prepositions
  - Test chapters 5, 6, 7
- **3/30/2015**: Conjunctions
- **4/6/2015**: Commas
- **4/13/2015**: Semicolons and Colons
  - Test chapters 8, 9, 10
- **4/20/2015**: Other Punctuation
- **4/27/2015**: Capitalization
- **5/4/2015**: Numbers
- **5/11/2015**: Final exam TBA
  - **Comprehensive** FINAL

**NOTE**: If you have any questions regarding the syllabus or materials assigned in this class, please ask for verification. Planning for success includes knowing what is expected of you!

**Quick reference for online:**

Homework/Self Study/Quizzes  URL is [www.cengage.com](http://www.cengage.com)