BUSINESS ENGLISH--POFT 1301-IN
STUDENT INFORMATION PLAN (SIP)
Spring 2007

INSTRUCTOR: Carole Vowell
E-MAIL: cvowell@alvincollege.edu
On Campus: M/W 12:30 p.m. – 1:50 p.m. in D235

ADA STATEMENT:
“This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunities. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student’s responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.”

COURSE DESCRIPTION:
This course includes the use of proofreading techniques, the use of computer application in written communication, and the use of effective group interaction to aid in the understanding of cultural diversity in the office environment.

MATERIALS NEEDED:
31/2-inch floppy disk or USB drive and printer paper.
WebCT access code
We will use WebCT for classroom management (email, calendar, testing, etc.)

COURSE COMPETENCIES:
After completing Business English, students should be able to demonstrate basic competency in:

- writing business correspondence
- basic grammar, spelling, and punctuation skills
- proofreading and editing
- verbal and nonverbal communication
- resume and related writing
- business research and report writing
- use of a computer for business communication
- awareness of the impact cultural diversity has in today’s business environment

Students will learn to write:

1) routine correspondence
2) inquiries and requests
3) positive responses
4) negative, persuasive, and sales correspondence
5) goodwill correspondence
6) resumes, cover letters, and follow-up letters
7) informal and formal reports
COURSE COMPLETION REQUIREMENTS:

- Read and work through the assigned chapters.
- Complete and submit assignments on time.
- Complete all exams.

GENERAL INSTRUCTIONS:

1. All exams must be taken and submitted on the date assigned. If you are unable to submit an exam, you must notify the instructor before the exam. No more than one exam can be made up during a semester. If more than one exam is missed, the others will receive a zero. Makeup exams will be given by appointment only. Failure to do so will result in an automatic zero for the exam(s) missed. EXAMS CANNOT BE RETAKEN.

2. Incompletes will not be given unless a student is current with assignments and has experienced a true emergency near the end of the semester. The student must request the incomplete.

3. A student wishing to withdraw from a course must submit a withdrawal form to the Records Office by 7:00 pm April 10.

4. Assignments may be turned in to me when I am on campus as shown at the beginning of the SIP or emailed to cvowell@alvincollege.edu or to me through our class web site via WebCT (preferred). Be sure if you email your assignments that you note in the “Subject” of the email that you are submitting specific Business English homework. Include chapter number and kind of assignment.

ASSIGNMENT POLICY/PRODUCTIVITY:

Time management is a necessary skill. The following policy has been implemented to stress the importance of planning and meeting due dates:

Assignments must be submitted on the date due. There will be no penalty for two late assignments during a semester. After two late assignments, any additional late assignments will earn a grade of zero (0). Late assignments must be submitted no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0).

EVALUATION OF COURSE COMPETENCIES:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Major Project</td>
<td>30%</td>
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</tbody>
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GRADING SCALE:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 or less
TENTATIVE EXAM SCHEDULE: (Exams are completed on our class web site in WebCT.)

Exam 1 Chapters 1-4     February 6
Exam 2 Chapters 5-8     March 6
Exam 3 Chapters 9-14   April 30
Special Project   April 30