

POFT 1301 Business English

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Office Hours: 30 minutes before/after class or by appt.

COURSE PREREQUISITE

Reading from ACC Assessment with a score of 81 or TASP/THEA with a score of 230.

ACC COURSE DESCRIPTION

Introduction to practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Access to business communications web site and online study guide helps students develop their English skills with additional emphasis on spelling and vocabulary skills.

COURSE OBJECTIVES

- Use appropriate reference materials such as online dictionaries, print dictionaries, and reference manuals to locate answers to language questions.
- 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.

TEXTS/MATERIALS

- Guffey, Mary Ellen and Carolyn M. Seefer. *Business English 10e*. South-Western: Cengage Learning, 2011. ISBN: 9780324789744.
- Student Access only, ISBN: 9780324826746.

Textbook available only at Eastview Campus Bookstore (512) 927-1619. Reserve online at <http://austincc.bkstore.com>.

COURSE REQUIREMENTS

All students are expected to read chapters **BEFORE** class and participate during chapter discussion. It is very important to be in class on time every day as attendance is part of your final grade.

Attendance

Attendance is 10% of your final grade. Students will be allowed a maximum of four absences. The first absence is penalty-free; each absence beyond the first will result in a loss of three attendance points (or 3%). Students who are on time (class begins at 5:40) must not leave class before 7:30 p.m. in order to receive attendance credit for the week. Each week you will sign-in on an attendance sheet and note your arrival time; weekly sign-in is solely the student's responsibility. Students who leave class before 7:30 pm will be asked to sign-out.

HOMEWORK

Chapter assignments will be collected/returned at the beginning of each class. No assignments will be accepted more than two days late; a penalty (10 points) will be applied to any late work received. Late work can be submitted at the Eastview campus (Room 8321) or at any campus mailroom. Assignments submitted at a campus mailroom are logged and date stamped. Answer sheets will be provided for homework.

Use Homework Help With Online Reinforcement Exercises for immediate feedback and further assistance when working on chapter assignments.

STUDENT SUPPORT WEB SITE

www.meguffey.com offers numerous resources to help with learning. If you purchased a new textbook, you have access to these resources. If you have a used or rented textbook, you may purchase access only to the Guffey premium Web site (see Text/Materials).

CHAPTER QUIZZES

Paper quizzes will be given weekly after homework is collected/returned; they will cover the chapter(s) discussed the previous week. All students will quiz at the same time; therefore, it is important to **BE ON TIME**. Quizzes **CANNOT** be made up. Students will be allowed to review quizzes before taking unit tests.

Students will complete online quizzes for each chapter at www.meguffey.com. These online quizzes offer instant feedback and will help you prepare for the paper quizzes and unit tests. Upon completion of an online quiz, students will report their quiz results via the Internet. Online quizzes must be done and submitted no later than the day before paper quizzes are scheduled.

SPELLING QUIZZES

Spelling lists will be assigned weekly. Students should review the list and familiarize themselves with each correct spelling. Use SpellRight! to take (optional) practice spelling quizzes. Paper spelling quizzes will be given along with paper chapter quizzes.

VOCABULARY TESTS

Vocabulary lists will be assigned weekly and definitions provided (to save time). Vocabulary tests, covering multiple lists, will be given along with unit tests.

UNIT TESTS

No make-up tests will be given. All students **MUST** attend class on the evenings a test is scheduled. Make-up tests will only be given due to unforeseen circumstances or an emergency (documentation of circumstances or

emergency will be requested). See test schedule below. If a make-up test is given, it must be completed before the next class meeting.

TEST SCHEDULE		
Unit One	Week 3	Chapters 1-3
Unit Two	Week 6	Chapters 4-7
Unit Three	Week 8	Chapters 8-10
Unit Four	Week 11	Chapters 11-13
Unit Five	Week 13	Chapters 14-16
Unit Six	Week 15	Chapters 17-18
Final Exam	Week 16	Chapters 1-18

COURSE EVALUATION/GRADING

In order to successfully complete this course, students must complete homework assignments for 18 chapters, 18 chapter quizzes, 18 spelling quizzes, 6 vocabulary tests, 6 unit tests, and a comprehensive final exam.

Homework	15%
Chapter Quizzes	10%
Spelling/Vocabulary	20%
Unit Tests	40%
Final Exam	5%
Attendance	10%
Total	100%

Chapter reinforcement exercises are worth various amounts of points (one each answer). Each paper quiz, spelling quiz, vocabulary test, unit test, and the final exam are worth 100 points each.