

**Department** : Office Systems Technology  
**Course Title** : Business English  
**Section Name** : POFT\_1301\_12  
**Start Date** : 08/22/2011  
**End Date** : 12/08/2011  
**Modality** : WEB-ENHANCED  
**Credit** : 3

#### Instructor Information

**Name** : Wende Ramos  
**OC Email** : [wramos@odessa.edu](mailto:wramos@odessa.edu)  
**OC Phone #** : 432-335-6488

#### Office Hours:

<b>Monday</b>	8-8:30 a.m. 11:30 a.m. -1p.m.
<b>Tuesday</b>	8-9:30 a.m. 11 a.m. – 1 p.m.
<b>Wednesday</b>	8-8:30 a.m. 11:30 a.m. -12:30 p.m.
<b>Thursday</b>	8-9:30 a.m. 11 a.m. – 12:30 p.m.
<b>Friday by Appointment</b>	

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

#### Course Description

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Introduction to a practical application of basic language usage skill with emphasis on fundamentals of writing and editing for business.

#### Prerequisites/Corequisites

None

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### Scans

1, 2, 6, 9

### **Course Objectives**

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**After completing this course, the student should be able to:**

1. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
2. Format/transcribe documents. (6)
3. \*Proof read documents. (2)
4. Recognize, understand, and utilize correct proofreading symbols. (1,2)
5. Demonstrate use of correct memo and letter style. (6)
6. Develop skills in paragraph writing. (2)
7. Demonstrate correct punctuation usage. (2)
8. Demonstrate correct capitalization for business communications.
9. Demonstrate correct number usage for business. (9)
10. Demonstrate correct subject-verb usage. (6)
11. Demonstrate correct pronoun usage. (6)
12. Improve skill in spelling. (6)
13. Demonstrate an understanding of foreign words and phrases as they relate to Business English. (9)
14. Demonstrate correct usage of singular, plural, and possessive nouns and pronouns. (6)
15. \*Combine sentences and ideas in several ways grammatically in order to convey better business communication. (1)
16. Develop competency in communicating written thoughts. (2,9)
17. Prepare instructions for others to perform a specific task. (2)
18. Solve problems regarding proofreading and revision. (9)
19. Demonstrate creative thinking in composition. (9)

**\*INDICATES INTEGRATED, CORE CURRICULUMSKILLS**

**(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)**

### **Required Readings/Materials**

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Business English, Mary Ellen Guffey, 10<sup>th</sup> Edition

*Optional books/materials*

Any type of reference manual is very helpful to have, but it is **not required** for this course. The Gregg Reference Manual is an example of a very helpful manual.

### Assignments

<b>Dates</b>	<b>Assignments</b>	<b>Description</b>
Homework and test are due on or before the last date listed every week. Late work is not accepted.		
8/22-8/28	Chapter 1 Homework and Test	Reference Skills
8/29-9/4	Chapter 2 Homework and Test	Parts of Speech
9/5-9/11	Chapter 3 Homework and Test	Sentences: Elements, Varieties, Patterns, Types, Faults
9/12-9/18	Chapters 4 & 5  Homework and Test	Nouns
9/19-9/25	Chapters 6 & 7 Homework and Test	Possessive Nouns
9/26-10/2	Chapter 8 Homework and Test	Personal Pronouns

10/3-10/9	Chapter 9 Homework and Test	Pronouns and Antecedents
10/10-10/16	Chapters 10 & 11 Homework and Test	Verbs: Kinds, Voices, Moods, Verbals
10/17-10/10/23	Chapter 12 Homework and Test	Verb Tenses and Parts
10/24-10/30	Chapter 13 Homework and Test	Subject-Verb Agreement
10/31-11/6	Chapter 14 Homework and Test	Modifiers: Adjectives and Adverbs
11/7-11/13	Chapter 15 Homework and Test	Prepositions
11/14-11/20	Chapter 16 Homework and Test	Conjunctions
11/21-11/27	Chapter 17 Homework and Test	Commas
11/28-12/4	Chapter 18 Homework and Test	Semicolons and Colons

<p><b>Thursday, Dec. 8</b></p> <p><b>8-10:30 AM</b></p>	<p>Final Exam Ch. 1-18</p>	
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### Grading Policy

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No late work is accepted. No makeup tests will be given.

30% Homework

60% Chapter Test

10% Final

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### Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

### Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

### Student E-mail

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa College email.

### Student Portal

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All correspondence will be submitted using your Odessa College email.

### Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

### Important School Policies

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For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

### Disclaimer

\*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.