Course Syllabus
Winter Quarter 2007

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CLASS/INSTRUCTOR INFORMATION

CLASS INFORMATION

Course Name: BUS 131 – Integrated Communications I
Item: 4129.01
Time: 9:00 a.m. to 9:50 a.m., Mon-Fri
Location: IB 3413
Website: http://faculty.northseattle.edu/wholt/bus131/

IMPORTANT DATES

Tue, Jan 2, 2007 First Class of Quarter
Mon, Jan 16 M.L.King Day (No classes)
Mon, Feb 20 President’s Day (No classes)
Wed, Mar 21 Last day of classes
Tue, Mar 20 Final (8 - 10 am)

INSTRUCTOR INFORMATION

Instructor: Bill Holt
Office: IB 2415C
Phone: 206-528-4533
Office hours: By appointment (Daily 10am – 11am)
E-mail: nscc_wholt@mindspring.com (must start subject with BUS131)

Thank you for choosing North Seattle Community College, and welcome to Business 131.

COURSE DESCRIPTION

This course integrates the review and refinement of basic English grammar, punctuation, and word usage skills with the composition of effective basic business letters and memos. Oral communication skills essential to the successful giving and receiving of information will be introduced along with cultural aspects of the communication process.
COURSE MATERIALS

Course Text

Materials Required
- Notebook or folder for handouts and for taking notes. If you choose to use a spiral notebook, be sure that each page is cut so that there are NO ragged edges when you turn in your work. Preferred method is for you to make copies of the pages from the book and hand that in.
- USB “jump” drive to save your work. Make sure that your name and “BUS 131 a.m.” are clearly marked on this drive. I strongly recommend attaching a “leash” to the drive.
- One small stapler and staples (because I won’t have one)
- Access to the Web. [Assignments and announcements will be accessible via a class website. We will use WebCT for testing.] The class website and WebCT are designed to work with college supplied computers. You are expected to be responsible for the proper working of your own personal computer if you choose to use it for class assignments and/or exams.
- Current college-level dictionary (i.e. Merriam - Webster’s Collegiate Dictionary)

COURSE OBJECTIVES

A student successfully completing Business 131 should be able to do the following:
1. Apply correct business English rules, develop clarity of thought and will use effective paragraphing techniques in the writing of simple business letters and memos.
2. Correctly use standard English grammar rules.
3. Correctly use commonly encountered punctuation rules.
4. Apply standard English rules, develop clarity of thought, and use effective paragraphing techniques in writing simple business letters and memos.
5. Correctly use frequently confused words.
6. Demonstrate knowledge of basic business vocabulary / terminology.
7. Demonstrate correct application of specific prefix / suffix spelling rules.
8. Demonstrate effective oral communication skills in giving and receiving information and directions.
9. Edit and correct unclear, inaccurate communications.
10. Exhibit interpersonal skills that are acceptable in business, including attentive listening, concentration, and ability to work with interruptions; completing work on schedule; acting with tact, courtesy, and calmness; and working effectively within diverse groups.
11. Apply efficient and productive work habits, including punctuality, neatness, regular attendance, completeness, and classroom safety.

GENERAL EDUCATION OUTCOMES

This course specifically addresses the following outcomes:
2. Human Relations - Use social interactive skills to work in groups effectively. Recognize the diversity of cultural influences and values.
3. Critical Thinking and Problem Solving - Think critically in evaluating information and identifying the problem. Think critically when making decisions regarding writing.
4. Technology - Apply basic computer concepts and applications. Utilize a word processing program to produce business documents in mailable formats.
5. Personal Responsibility - Be motivated to continue learning and adapt to change. Value one’s own skills, abilities, and ideas. Take pride in one’s own work.
6. Information Literacy - Access and evaluate information from a variety of sources. Use information to achieve personal, academic, and career goals.
COURSE METHODS
Many resources will be used in order to communicate course concepts, including, but not limited to:

- Textbook
- Lecture
- Group activities
- Multimedia (videos, DVDs, etc.)
- Computerized examples and assignments
- Industry websites and web libraries

The process by which we will learn is generally as follows:
- The instructor will introduce topics (mostly thru PowerPoint) and give overviews and detailed information where appropriate.
- The student will read the textbook and work on the problems in the book.
- The student will complete the problems and end-of-chapter exercises in the book as indicated.
- There will be a discussion in class answering students’ questions. Assignments are turned in.

We will usually follow this process; however, we may deviate or make changes as necessary to accommodate the learning process and student learning needs. **Learning is a joint responsibility between the student and the instructor. Your input to the learning process is critical!**

EXPECTATIONS
Students will be expected to develop and refine their business English skills. Concurrently, they will compose effective simple memos and letters – some in class, and some on their own time. Students will work in small groups to hone their editing and composing skills. Class will be conducted with the same expectations as an on-the-job work situation; be on time with work completed, and be prepared to participate in class activities and assignments.

METHODS OF ASSESSMENT/EVALUATION:

- Assignments from the text (chapter, spelling, vocabulary)
- Composition of sentences, paragraphs, business letters, and memos
- Editing exercises
- Unit exams from text
- Self-assessment and course assessment

ACADEMIC INTEGRITY
A note about cheating: **Don’t.** Cheating (including plagiarism) is a serious offense. Each student is to earn his/her grade on the merits of his/her individual performance. Cheating will result in a score of 0 (zero) for the assignment/exam. Cheating will also result in meetings with administration and the potential dismissal from class with a 0.0 failing grade. Try very hard to avoid even the appearance of cheating.

**Exams:** Using notes, looking at another student’s answers/test paper, or providing another student with answers during an exam will be considered cheating unless specifically allowed and announced by the instructor.

**Assignments:** Copying others’ answers, disks/computer files, plagiarism, and/or collaborating on assignments, projects, etc., (except where specifically allowed by your instructor), is forbidden. In the case of using/quotimg materials not written by the student, specific references are always to be included, and when requested, copies should be attached.

Keep this in mind: It’s important in life that we be ethical and have integrity.
AIR QUALITY
Due to the increasing number of individuals with chemical sensitivities and allergies, NSCC has a “fragrance-free policy,” so all may have air to breathe in our class. Please refrain from wearing any fragrance or perfume to class.

STUDENT NEEDS
Accommodations: If you need course adaptations or accommodations because of a disability, please contact Educational Access Office on campus as soon as possible at 527-3697. Students with disabilities have the right to request and receive reasonable accommodations to ensure access to programs and facilities at North Seattle Community College. To receive reasonable accommodations, students are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner, and the responsibility rests with the student. (State of Washington Laws of 1994, Ch. 105, Washington Core Services; and Federal Americans with Disabilities Act.) Reasonable accommodations under this policy include, but are not limited to:

• Academic adjustments, such as modification and flexibility in test-taking arrangements
• Adjustments in nonacademic services and other rules; and,
• Auxiliary aids and services

Students with disabilities who have accommodation needs are required to meet with the Educational Access Office to establish their eligibility for accommodation. In addition, students are encouraged to review their accommodation requirements with each instructor during the first week of the quarter. All such information is kept private. It is important that you do this VERY soon so that you can get the resources you need before you fall too far behind.

Loft:
The Loft is located on the second floor of the Library for writing assistance.

Personal Security: Always observe precautions with your personal items, particularly your textbook. Textbooks have a high value unit, and there have been instances of theft. Do not leave your book, backpack, or other personal items unattended. If a fellow student inadvertently leaves such items in the classroom, please notify your instructor. Report lost items to the Security Department promptly. Also, during the first few days of the quarter, determine the location of the nearest two exits, and always be prepared to gather your personal items prior to exiting in case of emergency.

ABSENCES
Appropriate absences during the quarter include health, work, and family emergencies. Consistent attendance and participation is important! Part of your grade is dependent upon your attendance and participation. If you miss a class, it is your sole responsibility to obtain class notes and other lecture materials from other students. Get the phone numbers of at least three students in the class so that you may share information. Since this class is not graded on a curve, all will gain by helping. In general, there will be no makeup exams, and you must turn in your homework and participate in the group assignments on the days they are due. Any changes to this policy MUST be made prior to the respective due dates. You must inform the instructor in advance to see if the instructor is willing and able to make alternate arrangements. The best way to reach me is to use the following e-mail address: debehardt@sccd.ctc.edu.
CAMPUS CLOSURES
If the college is closed unexpectedly for any reason, (e.g., snow, etc.), listen to radio and television stations (KING, KIRO, or KOMO) for closure information. If no mention is made of South Seattle Community College, you should assume that the college is open, that faculty and staff will be present, and that classes will start on time. Call 206-527-3730, or check with www.schoolreport.org. Once on that page, click on “Colleges” on the left side of the screen, and you will see a link to North Seattle Community College. Click on that link, and you will get information about the school.

CLASSROOM/LAB RULES
That which guides our class will be first and foremost, respect. In an effort to help you understand tangible ways to respect one another, our rules include, but are not limited to, the following:
- Please refrain from wearing perfume or fragrance (see “Air Quality” above).
- Come prepared to class so that you may participate fully and not waste others’ time.
- Smoking is strictly prohibited on campus except in designated areas.
- You may not play computer games during class.
- Eating or drinking in the lab is forbidden.
- Viewing or downloading pornographic or sexually offensive material is absolutely prohibited.
- Turn off or silence all audible communication devices such as cell phones, pagers, etc. Under no circumstances may such devices be responded to in the classroom.
- Please allow others to be able to hear what the instructor or class participants are saying by not engaging in ancillary conversations.

TESTING POLICY
In general, there will be no makeup tests. In rare circumstances the instructor will allow makeup tests, but prior notification is required. Makeup tests may involve any or all of the following question types: multiple choice, true false, free response and long problem format. Again, prior acceptable notification by email is required.

- All tests, including makeup tests, are timed. Time limits will be strictly enforced.
- Students must personally hand their completed test to instructor.
- Students late for the start of a test will not be given additional time.
- Cheating will result in a zero grade and possible other penalties per North Seattle CC policies.
- Tests are closed book and closed notes.
- Students MUST bring a calculator and a Scantron form.
- Students may not leave the classroom during the test unless the test is submitted for grading.
- Tests will be reviewed in class most likely within a week following the test.
- Tests and test materials may not be removed from the classroom.
- Students may not communicate with anyone except the instructor during the test.
- Cell phones and PDAs are prohibited and must be turned off during the test.
HOMEWORK POLICY

In order to master the study of Business English, homework is extremely important. Once more with feeling: *Timely completion of every homework assignment is critical to your success in understanding this material.* As such, there will be assignments each week. You are expected to complete your assignments and participate fully in class. Your grade will be affected by assignments *not* completed and participation that is less than full.

Here are guidelines for completing your homework:

- Chapter material should be read *before* class.
- All assignments must be legible, neat, stapled, and in proper form.
- Unless otherwise discussed in class, all homework is due on the dates discussed. No exceptions. Late assignments may not be eligible for credit.
- Keep your assignments together and in the order. Every assignment must include your name and the chapter/assignment description clearly written at the top of the page. Example:

  Student Name  
  Bus 131  
  Chapter 4 (You must also label separate sections)  

  You may not receive full credit if your assignment does not include this information.

- Students will be asked from time to time to present answers to problems in class verbally, using the whiteboard, overhead, etc. These presentations are counted toward the homework/participation grade.

**Participation:** Good class participation means: near-perfect attendance, a respectful, constructive attitude in class and regular input (a question, comment, observation, opinion) to the class discussions. Hint: If you do the reading and the homework before you come to class, you will likely have something to contribute.

**Major Exams**

The text is divided into six units. A major exam is scheduled at the end of each unit. The exam schedule is listed on the Assignment/Activities sheet (pink).

**Reinforcement Exercises**

At the end of each chapter, the student is expected to complete the exercises and be prepared to participate in classroom discussion. The Reinforcement Exercises will be collected for evaluation.

**Writing Assignments**

The text provides an opportunity to test your writing skills at the end of each unit in the form of a Writer’s Workshop. The student is expected to complete the exercises at the end of units two and five. Classroom discussion will follow.

**Final Exam**

The final exam will cover selected topics from the text (to be determined). The student is expected to be present for the Final Exam, as scheduled.
GRADING

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage of Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (Unit Quizzes plus Final)</td>
<td>60%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Participation in class (includes attendance)</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Note: Each of these activities must be satisfactorily completed in order to receive a final grade.

CONVERSION OF POINTS AND PERCENTAGES TO DECIMAL GRADE EQUIVALENT

<table>
<thead>
<tr>
<th>Points</th>
<th>%</th>
<th>Grade</th>
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<tbody>
<tr>
<td>576-600</td>
<td>96-100</td>
<td>4.0 A</td>
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<tr>
<td>570</td>
<td>95</td>
<td>3.9 A</td>
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<td>564</td>
<td>94</td>
<td>3.8 A-</td>
</tr>
<tr>
<td>558</td>
<td>93</td>
<td>3.7 A-</td>
</tr>
<tr>
<td>552</td>
<td>92</td>
<td>3.6 A-</td>
</tr>
<tr>
<td>546</td>
<td>91</td>
<td>3.5 A-</td>
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<td>90</td>
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<td>80</td>
<td>2.4 C+</td>
</tr>
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</table>

The instructor will not likely entertain discussions regarding grade changes unless there are documented clerical or other errors. Therefore, it is your responsibility to keep your assignments and keep a record of your grades.

Make a difference for yourself and for the class – respect one another, attend, and participate!

I am looking forward to a great quarter with you.
Twenty Suggestions for International Students in American College Classes

Inside the Classroom
1. Sit in the front of the class, you’ll see and hear better and be forced to communicate more often.
2. Introduce yourself to classmates and get to know them.
3. Be curious; ask questions of classmates and the instructor.
4. Encourage yourself to speak and express your opinions.
5. Ask other students to explain things, to study with you, or to meet you outside of class.
6. Speak to the instructor before or after class, or during office hours.
7. Ask students and instructors to repeat new words slowly, spell them, write them on the board, give examples of their use, and suggest synonyms for them.
8. During discussions, don’t try to understand everything; just understand one thing at a time, decide whether or not you agree with it, ask yourself why you feel this way, and then tell the group.
9. Act confidently, even if you don’t feel confident; don’t apologize for doing as well as you can.
10. Take abbreviated, symbolic notes, and use a tape recorder if it helps you.

Outside the Classroom
1. Rewrite your notes after class, and tell yourself stories to review information.
2. As much as possible, write summaries of readings without looking back at them; you’ll need to really understand the meaning of the readings and use your own words.
3. Guess at the meanings of new words when reading, and use your dictionary sparingly; look up words only when you have to, and especially when they are repeated.
4. Use new words in daily life.
5. Decide whether the lecture or the textbook is more important or emphasized on tests, then adjust the time you spend studying each accordingly.
6. Read the textbook before class to learn the new vocabulary you will learn in lectures; skim for main ideas and scan for important details.
7. Get enough rest, eat a healthful diet, and don’t put too much pressure on yourself.
8. Study with an American partner if possible.
9. Take advantage of free tutoring, student clubs and activities, and volunteer opportunities.
10. Stay in touch with family and friends, but don’t spend too much time with any one nationality.
Study Tips for the First and Second Week of Classes

North Seattle Community College Counseling Center
Lydia Minatoya, Ph.D.

1. **Read the syllabus for each class you are taking.** In the syllabus, the instructor tells you what assignments you must do, by when. The syllabus provides information such as: how the instructor will arrive at your grade, how to contact your instructor if you have any questions about assignments, and guidelines for behaviors your instructor expects. Let your instructor know immediately, if you are unclear about any item on the syllabus or if you have special needs or situations (such as a disability, or a job, family situation, or bus commute that may occasionally make you late).

2. **Do not miss class!** If an emergency arises, call the instructor before the class and explain why you will miss and when you will return.

3. **Smile and make friends** with your classmates so you can share notes and ask each other questions about assignments. **Consider forming a study group.**

4. **Try to study on campus,** where there are fewer distractions, so that when you go home you can relax and pay attention to other things and people in your life.

5. **Study every day.** Take notes on what you are reading so you will have a summary (and less to review) when the test comes around.

6. **Break big assignments into smaller tasks.** This makes it easier to start. Study for thirty minutes, take a five-minute break, and go back for thirty minutes more. When memorizing (vocabulary lists, formulas, etc.) break lists into shorter lists of three or four concepts/vocabulary words. Learn them, take a break, and learn four more. If you try to learn a long list all at once, you may remember the first four items and the last three, but everything in between will likely be a blur.

7. **Plan some leisure time everyday** (aim for one hour per day) and every weekend (aim for a three to four hour block) to do something you enjoy! It is easier to study when you know you have a break scheduled and it is easier to relax and enjoy yourself when you know you have completed some of your homework.