McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

BUSINESS ENGLISH

POFT 1301 O080

CRYSTAL JOHNSON

NOTE: This is a 16-week course.

NOTE: This is an Online course.

FALL 2023

Course Description:

Introduces the practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Applies the basic rules of grammar, spelling, capitalization, number usage, and punctuation, utilize terminology applicable to technical and business writing; develops proofreading and editing skills; and writes effective sentences and paragraphs for business applications. 3 Semester hours

Prerequisites and/or Corequisites:

None.

Course Notes and Instructor Recommendations:

As your instructor, I am extremely interested in your success in the course. If you feel you need additional information, individual help, or just a little encouragement, please come by my office to schedule an appointment. My office hours are posted on my office door and in Brightspace. If you are unable to meet during office hours, we can schedule a time outside of those hours. I may require students to speak with me by telephone or in person at my discretion. Furthermore, in the course of this class, I may need to verify a student's identity using information available from academic records.

Technology can sometimes fail. It is your responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. It is important to not wait until the last minute to complete assignments as technology can sometimes fail. In the event of a technology failure, contact the instructor immediately. You may also contact the IT helpdesk at 254-299-8077 for assistance on MCC services. If it is an issue with Cengage e-mail the instructor and contact Cengage directly. I cannot fix Cengage issues, but I do like to be made aware of the issues. To contact Cengage directly, call 1-800-354-9706.

Please note that due to schedule conflicts with training and meetings, office hours are subject to change. Changes will be posted as course announcements. Office hours are conducted in multiple formats. Please check the schedule posted in Brightspace.

You should plan to spend time studying and doing assignments to pass this course. Students who spend quality time studying are more likely to make a high grade than those who don't study or who don't have quality study habits. As this is a skills-based course, there is a substantial amount of learning and hands-on work that is performed in this class. This results in a heavy workload for completing this course.

Deadlines are important. Deadlines are just that "deadlines." Therefore, you need to make sure that you read the tentative schedule to know when deadlines are scheduled. You need to organize your time to meet these deadlines.

Communication with Instructor – You will use your student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24 hour turn around for messages during the workweek.

When emailing the instructor, you must include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. Students should include their name in their e-mail closing. An example of a professionally formatted e-mail is found within the course orientation.

You may want to join the Office Technology Discord. This is completely optional. Instructions will be provided in Brightspace announcements on how to join. Discord is a community chat where you can connect with other students. This Discord is not course specific and confidentiality and privacy cannot be given. This is a place for students to seek help from each other in their classes from students currently taking classes and students who may have taken the class previously. Please be respectful of all students, faculty, and staff. No profanity or hateful speech will be allowed. This is a place for encouragement and help. Those who violate the rules will be removed from the server. No cheating. If you need to speak with someone privately, please do so outside of Discord. The Discord server is not routinely monitored. For immediate assistance, please contact your instructor directly. If there is a rule violation, please email me at cajohnson@mclennan.edu.

Please do not use the instant messaging feature in Brightspace. I do not always receive the messages or receive them many days later.

I will communicate with you regularly through course announcements and e-mail. It is important that you check both multiple times a week.

Hardware/Software Requirements:
- To complete this course, you MUST have access to the Internet and MS Office.

- If you do not have access to the Internet and/or MS Office, you may use the Office Technology Careers Lab that is located in the Business and Technology Building, 1st floor. Students may also use the MCC Library.
- MCC students have access to download MS Office for free through Microsoft Education at https://www.microsoft.com/en-us/education/products/office by registering with their MCC student e-mail. If you need assistance with this, please call the IT helpdesk at 254-299-8077.

Grading- Coursework in Cengage is graded immediately within the system; however, grades will be transferred to Brightspace within a week of the due date. Grading of written assignments may take longer, depending on the length of the assignment. Students will receive feedback within the comments of their grade and should check the assignment for those comments to make corrections as needed. You should also review any attached feedback within the gradebook. Students have one week from grade posting to contest an assignment grade. After that week, the grade stands.

Instructor Information:
Instructor Name: Crystal Johnson
MCC Email: cajohnson@mclennan.edu
Office Phone Number: 254-299-8263
Office Location: BT 228
Office/Teacher Conference Hours:
- Mondays: 11 a.m. to 12 p.m. and 2 p.m. to 4 p.m. (Face-to-face, Zoom, phone)
- Tuesdays: 2 p.m. to 3 p.m. (Face-to-face, Zoom, phone) and 6 p.m. to 8 p.m. (Zoom only)
- Wednesdays: 8:30 a.m. to 9:30 a.m. and 11 a.m. to 12 p.m. (Face-to-face, Zoom, phone)
- The times listed are the guaranteed times I will be in my office, but I am in my office much more than this. If these days/times don't work for you, please feel free to stop by my office, call, or schedule an appointment. I'm here to help you.
- Office hours are subject to change due to meeting and training requirements. Changes will be posted in Brightspace as a course announcement.

Required Text & Materials:
Title: Cengage Unlimited (Choice of 4 month, 1 year, or 2 year term)
Publisher: Cengage Unlimited
ISBN: 9780357700006, or 9780357700013, or 9780357700020

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Methods of Teaching and Learning:
Lecture
Hands-On Practice
Exams
Quizzes
Written Assignments
Discussion

Course Objectives and/or Competencies:
Departmental Student Learning Outcome: Using fundamental reading skills, apply basic rules of grammar, spelling, capitalization, number usage, and punctuation, and utilize terminology applicable to technical and business writing and when speaking.

- Identify and apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation
- Utilize terminology applicable to technical and business writing
- Develop proofreading and editing skills
- Write sentences and paragraphs
- Identify types of sentences and their structure
- Define and apply gender neutrality to writing content
- Apply knowledge of the structure and content of the English language to communicate effectively

Individual unit objectives are listed in Brightspace within that unit.

Course Attendance/Participation Guidelines:
If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student <u>must complete and submit</u> at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to

complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive weeks of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work for the week, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Course Outline or Schedule:

Business English

All assignments are due at 11:59 p.m. unless otherwise noted. Any changes to the schedule will be posted in Brightspace. Review each week's task list in Brightspace for the full list of weekly activities.

Week	Assignments	Due Date
Week 1 August 21	Course Orientation (Brightspace) • Orientation quiz • Introduction email • Introduction discussion board Chapter 1: Parts of Speech (Cengage)	August 27

	• Pretest • Real World Exercise • Post test Chapter 1 Quiz (Brightspace)	
Week 2 August 28	Chapter 2: Sentences (Cengage) • Pretest • Real World Exercise • Post test Chapter 2 Quiz (Brightspace) Unit 1 Review (Cengage) Chapter 3: Nouns (Cengage) • Pretest • Real World Exercise • Post test Chapter 3 Quiz (Brightspace)	September 3
Week 3 September 4	Chapter 4: Pronouns (Cengage) • Pretest • Real World Exercise • Post test Chapter 4 Quiz (Brightspace) Unit 2 Review (Cengage) Chapter 5: Verbs (Cengage) • Pretest • Real World Exercise • Post test Chapter 5 Quiz (Brightspace)	September 10

Week 4 September 11	Chapter 6: Subject-Verb Agreement (Cengage) • Pretest • Real World Exercise • Post test Chapter 6 Quiz (Brightspace) Unit 3 Review (Cengage) Chapter 7: Adjectives and Adverbs (Cengage) • Pretest • Real World Exercise • Post test Chapter 7 Quiz (Brightspace)	September 17
Week 5 September 18	Chapter 8: Prepositions (Cengage) • Pretest • Real World Exercise • Post test Chapter 8 Quiz (Brightspace) Chapter 9: Conjunctions and Interjections (Cengage) • Pretest • Real World Exercise • Post test Chapter 9 Quiz (Brightspace) Unit 4 Review (Cengage)	September 24
Week 6 September 25	Chapter 10: Commas (Cengage) • Pretest • Real World Exercise • Post test	October 1

	Chapter 10 Quiz (Brightspace) Chapter 11: Semicolos and Colons (Cengage) • Pretest • Real World Exercise • Post test Chapter 11 Quiz (Brightspace)	
Week 7 October 2	Chapter 12: Other Punctuation (Cengage) • Pretest • Real World Exercise • Post test Chapter 12 Quiz (Brightspace) Unit 5 Review (Cengage) Chapter 13: Capitalization (Cengage) • Pretest • Real World Exercise • Post test Chapter 13 Quiz (Brightspace)	October 8
Week 8 October 9	Chapter 14: Numbers (Cengage) • Pretest • Real World Exercise • Post test Chapter 14 Quiz (Brightspace) Unit 6 Review (Cengage)	October 15
Week 9 October 16	Writer's Workshop 2 (Brightspace) Writer's Workshop 3 (Brightspace)	October 22

Week 10 October 23	Writer's Workshop 4 Rough Draft	October 29
Week 11 October 30	Writer's Workshop 4 Final Draft	November 5
Week 12 November 6	Writer's Workshop 5 Rough Draft	November 12
Week 13 November 13	Writer's Workshop 5 Final Draft	November 19
Week 14 November 20	Writer's Workshop 6 Rough Draft	November 26
Week 15 November 27	Writer's Workshop 6 Final Draft	December 3
Week 16 December 4	**Final Exam**	December 5

Course Grading Information:

Quizzes…...…..…………………………………………….. 20%
MindTap Assignments………………………….………… 40%
Writer's Workshops………………………………………. 30%
Final Exam………………………………………………….. 10%

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F = Below 60

Quizzes (20%)- Students will complete one quiz for each chapter assigned. Students have an unlimited number of attempts for the quiz for each chapter. The quiz will be conducted in Brightspace. The quizzes will cover content from the chapter. Students are encouraged to take each quiz multiple times.

MindTap Assignments (40%)– These assignments are within MindTap, an online resource that is external from Brightspace. Students will complete all activities listed by the instructor within the Tasks section of Brightspace. All required activities in MindTap are notated with "COUNTS

TOWARDS GRADE." Students will also receive their lecture through this tool, as well as through instructor notes in Brightspace.

Writer's Workshops (30%)- There are a total of six Writer's Workshops. Each workshop will increase in difficulty and depth. The final three Writer's Workshops will be submitted twice- a rough draft and a final draft and will be completed as group assignments. The rough draft is not graded; however, **students who do not turn in a rough draft will receive a 10-point deduction on their final draft grade**. Students will submit their own rough drafts to the instructor through Brigthspace and to their group. They will then work with their group to compile a final draft to be submitted based on the feedback provided by the instructor. Writer's Workshops will be completed in Microsoft Word and submitted through Brightspace. After each group Writer's Workshop, a survey will be conducted to determine group member participation. If it is found that a group member did not contribute to the final draft, or did not contribute their fair share, their final grade for the writer's workshop will be a 0 for no participation and a 50 for not enough participation.

Final Exam (10%)- Students will take a comprehensive final exam. It is comprehensive and is similar in nature to the chapter quizzes.

Any discrepancy in grades must be made in writing via e-mail to your instructor no later than one week after the grade is posted in Brightspace.

Completing Assignments-

- Students are expected to complete assignments in their entirety. Skipping portions will result in lost points in proportion to the questions skipped.
- Most assignments can be completed even if you are unsure how to do part of it. Try your best and do as much as you can. Stopping when you are stuck can result in a lower grade.

Most assignments will be graded within a week of the due date; however, longer assignments may take more time to be graded.

Late Work and Make Up Work Policies:
- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.

- You, whether absent or present, are responsible for course deadlines. I understand that life happens. Please communicate with me if an emergency or situation arises preventing completion of work. I cannot work with you if you do not communicate.
- Assignments (excluding Writer's Workshops 4, 5, and 6) may be turned in up to one week late for a 30 point deduction. Anything submitted after this deadline will receive a 0. You will need to contact me to re-open items for you.
- Submitting late work will not prevent you from being dropped. You must adhere to the attendance policy.

<u>Student Behavioral Expectations or Conduct Policy:</u>
Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the "General Conduct Policy" to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus (taken from *MCC Student Highlander Guide).* If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

Plagiarism is:
- Using someone else's work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source

- Expressing the ideas of others as your own
- Fraud

Cheating is:

- Sharing information (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work
- Plagiarism
- Not adhering to the rules set forth for Timed Writings
- Having someone else complete your assignments

Plagiarism and cheating will be dealt as follows:
1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
3) For the third offense, the student will be given an F in the class.

Click Here for the MCC Attendance/Absences Policy
(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

M⁣C LENNAN
COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
disabilities@mclennan.edu 2542998122   Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and](#) [iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.