I. Course and Instructor

Format: Web

Instructor Information:
Name: Dr. Linda Rose
(Cell) 303.263.1878
Email: lrose@coloradomtn.edu
Office Hours: 9:00am – 5:00pm, Monday thru Friday and by email over the weekend.

Course Information:
Course Title: Business Communication and Report Writing
Synonym Number: 71286 Course Code: BUS-217-DS55
Credits: 3
Semester: SPRING 2013 Prerequisite: ENG121
Meeting Times and Days: As the Student is Available
Class Location: Virtual
Start Date: 02/25/2013 End Date: 05/03/2013
Refund Date: 03/07/2013 Withdraw Date: 04/17/2013

Orientation Note: Students may access the instructor prepared Orientation on the Course Home page and shall be emailed to each registered student in BUS217. The Orientation document is designed to orient students to the course and provide helpful information for successfully completing the course.

Computer Access:
Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

No-show reporting for students with financial aid: *If you have not completed your Introduction assignment in Canvas by Monday, March 4, you will be reported as a no-show and may be dropped from the course.* The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist. (**http://coloradomtn.edu/financial_aid**)

II. Course Description:

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. This course includes the fundamentals of business communication and an introduction to international communication.

III. Student Learning Outcomes, Competencies, and Skills:

1. Identify the psychology of writing effective letters and memorandums
2. Analyze business letters for effective use of information
3. Use the correct words in communicating ideas and information
4. Differentiate between formal and informal writing styles
5. Explain the role and process of critical thinking in business writing
6. Use correctly direct, indirect and persuasive messages
7. Compare and contrast differences in effective communication in an international environment
8. Research a topic and gather sufficient data for a formal report
9. Organize and present a topic to a group utilizing an internal course discussion board.
10. Consider legal and ethical issues in communication
11. Demonstrate ability to create employment documents

IV. IDEA Student Ratings of Instruction:

1. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
2. Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.).
3. Developing skill in expressing oneself orally or in writing.
4. Learning how to find and use resources for answering questions or solving problems.
5. Learning to analyze and critically evaluate ideas, arguments, and points of view.

V. Methods and Class Management:

This course brings together the internet, textbook theory, and practical application into the enhancing of one's skills in preparing business communications. Each assignment, discussion, and quiz shall have point values that culminate in an aggregate number of points for the course. This aggregate number of points will define the letter grade awarded at term's end. Please refer to Section VI for full description of points available for discussions, assignments, and quizzes.

Due Dates: Assignments are due by **Monday, 11:59pm, MT**. This includes assigned tasks, quizzes, and discussions. To achieve full credit for discussions, your initial response is due by Thursday, in the week they are assigned. **You are provided a list of Assignments and Due Dates under the Assignment link on the course home page. The due date reflects when you should submit your assignment and quizzes.**

Late Assignments: Assignments are due on or before the due date as noted under Assignments. Late assignments will receive only partial credit for the assignment.

There is a 20% late penalty for work accepted one week after due date. Work submitted more than one week after the due date, shall NOT be accepted.

Discussion Board: In addition to the assignments, as discussion questions are posted you are expected to post a comment, opinion or thought pertaining to the question on the discussion

board. Second, you are to reply to two of your classmates comments. Discussion board participation will earn points toward the aggregate course points. Points are dependent on your use of textbook theory, sharing of professional experiences, how well you respond to classmates' posts, thoughtful, interesting and relevant comments, and your posting an initial comment and response to at-least one of your classmates. Your **initial post** is **due by Friday of the week with all responses due by Tuesday, 11:59pm; MT. Discussion posts shall not be accepted beyond the week in which they are due. Remember you have a schedule to use as your reference for work due dates.**

Assignments/Due Dates: Most units include reading at least one chapter in the book, participating in a discussion thread and completing at least one assignment. The assignments vary each week but will include business communication emails, memos, reports and persuasive messages.

Assignments: Assignments will be graded using the following criteria:
1. Thoroughness of response (70% of available points)
2. Accuracy of details (5% of available points)
3. Accuracy of grammar, mechanics, punctuation (25% of available points)

In Cases of Emergency:
With proper notice, the student may grant additional time to complete assignments. This is not a guarantee as decisions will be based on individual situations.

NOTICE:

A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook, online version at: **www.coloradomtn.edu/File/student_handbook.pdf.**

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and believe you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

VI. Grading System & Options:

ACTIVITY TYPE	POINTS	MAXIMUM POINTS
4 Discussion Forums	25 pts. Each	100
16 Writing Assignments, Presentations, Article Reviews, and Web Research	50 pts. Each	800
10 Quizzes	10 pts. Each	100
TOTAL	100%	1000

Letter Grade	Points Earned	Weighted Average	Grade Point
A	950 - 1000	95%	4.0
A-	900 - 949	90%	3.7
B+	870 - 899	87%	3.3
B	840 - 869	84%	3.0
B-	800 - 839	80%	2.7
C+	770 - 799	77%	2.3
C	740 - 769	74%	2.0
C-	700 - 739	70%	1.7
D+	670 - 699	67%	1.3
D	640 - 669	64%	1.0
D-	600 - 639	60%	0.7
F	599 and below	59% - 0.00	0.0

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at: **http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_**

VII. Required Course Materials

Textbook: Thill, John V. and Bovee, Courtland L., Excellence in Business Communications, 10th Edition, United States: Pearson 2013, ISBN: 9780132719049

ORDERING BOOKS

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at **www.coloradomtn.bkstr.com**.

If you ever have any online bookstore questions, you can email **coloradomtn@fvb.follett.com** or call 800-621-4088.

Ordering Textbooks with Financial Aid:
Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay Account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or **virtual@coloradomtn.edu.**

VIII. **Other Information:**

Canvas
Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit:
www.coloradomtn.edu/web/departments/faq-for-students.

Student Email
All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: **mycmc.coloradomtn.edu**

A Few Words About Microsoft Word
Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from **www.OpenOffice.org** to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

Virtual Library Information
http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email **reference@coloradomtn.edu** or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning
Information is available at: **http://www.coloradomtn.edu/online_learning/.**