Three Rivers Community College

Spring 2016

Syllabus

(CRN# 12425)

BBG 210

BUSINESS COMMUNICATION

Online Course

Instructor:	**Betti Gladue**
E-Mail:	**BGladue@trcc.commnet.edu**
Office Telephone:	**860-215- 9430 (Please leave voice mail message)**
Office Location:	**Three Rivers Community College – Room C138**

Course Description:

> *Prerequisite: ENG* K101 or ENG* K101S.*
> Emphasizes communication technology and business communication concepts in a business environment. After a review of grammar, punctuation and sentence structure, students will plan, organize and edit several forms of business communications, including memorandums, letters, resumes and reports. Oral presentations are part of the curriculum.

Text/Materials:

> Text: Business Communication – 9E (In Person, In Print, Online) Newman & Ober, Ninth Edition, Cengage Learning, ISBN: 1285187040
> Handouts: Will be provided in Blackboard Learn (Bb).
> Course Management Website: www.my.commnet.edu

Coursework:

This 15-week online course consists of 15 modules. Each of the modules will only be available to you for a specific amount of time. To provide you with some flexibility, 3 modules, 3 weeks' worth of work, will be available to you at a time. (For specific dates, see the last page of this syllabus – Course Availability.) Within each module are readings, quizzes, assignments, and online interactions with other students (discussions/blogs). The last three modules contain projects and a final exam.

Assignments: You will be submitting answers to questions from various reading materials including your textbook, online articles and video segments, and other venues.

Quizzes: Short, true/false and multiple choice quizzes will be given for each chapter of your textbook. Be sure to read the chapter in the textbook before you take the quiz. As with any online course, do not take any tests or quizzes using a smartphone or tablet computer as you may lose connectivity during the test. If you do loose the Internet connection while taking a quiz, please send me a message in Blackboard and I will recreate the quiz for you.

Discussions: Much of your learning in this online course will take place as a result of the dialog that transpires amongst your classmates. You will be sharing your comments and ideas using Discussions and Blogs in Bb. You will be required to participate in a number of regular (usually weekly) discussions on selected topics. You should check the Discussion Board, in your available modules, frequently and participate in any active discussions. Successful participation in a course discussion typically includes the following:

- You post one new message of your own for a given topic the week that it is being discussed.
- You then read the messages posted by others and reply to at least one of them in a reasonable amount of time.

- Your postings should be thorough and thoughtful. Just posting an "I agree/disagree with your comment" or an "I think the same" to someone else's thoughts is not considered to be an adequate response.

The following should act as a guideline to your posts:
- include accounts from your own experience
- ask expansive questions - ones with no right or wrong answer - ones to stimulate thinking and lead to deeper understandings
- build on previous posts by agreeing, disagreeing, giving examples, asking questions, defining issues/terms
- suggest metaphors
- share web links and other reference materials

Just as there are classroom rules of conduct when you attend an on-ground course at any educational institution, there are also similar rules of conduct when participating in an online course. During the first week of class, we will be establishing our own rules of conduct when using the Discussion and Blog tools in Bb.

Blog: We will be using the Blog tool in Bb on occasion. This tool allows you to create an online course journal that can be updated. You and your classmates will be able to commend, respond, and interact with each other.

Final Exam: There will be an essay-only, cumulative final exam provided during the last two weeks of this course.

Projects:

1. **Employment Research**: Students will conduct their own online research using the handout provided.

2. **Resume**: Based on your employment research above, a personal resume will be created. This resume, consisting of a combination of functional and chronological formatting, will be kept confidential and will not be viewed by the other students.

3. **PowerPoint Presentation**: Each student will create a PowerPoint presentation. The presentation is usually on a "How to . . ." topic, a hobby, or an area of special interest, selected by the student and approved by me. For example, a presentation topic might be how to reduce stress, gardening, favorite pets, etc. Students will have the opportunity to view and provide suggestions and comments on each of the presentations. (Specifics on how that will be accomplished will be provided later.)

Learning Outcomes:

Students will be able to:
- Create written communication that presents information in an organized and concise manner.
- Develop a presentation that provides information in an organized and logical manner.
- Use the Internet to conduct effective and efficient information searches.
- Understand group dynamics and work effectively in teams.

Evaluation Procedures:

Your final grade will be determined by a combination of the following:

Assignments	15%
Quizzes	15%
Discussions/Blogs	10%
Final Exam	15%
Employment Research	15%
Resume	15%
Presentation	15%

Final Grade Scale:

A	=	94	-	100		D	=	64	-	66
A-	=	90	-	93		D-	=	60	-	63
B+	=	87	-	89		F	=	00	-	59
B	=	84	-	86						
B-	=	80	-	83						
C+	=	77	-	79		W	=	Withdrawal		
C	=	74	-	76		I	=	Incomplete		
C-	=	70	-	73		P / F	=	Pass / Fail		
D+	=	67	-	69		AU	=	Audit		

Getting Help:

In an online course, it is especially important to be able to get help when you need it. I will make every effort to respond to your internal email messages within 24 hours. There is also a Help & Tech Support tool provided in Bb for you. Please check this tool to see if your question can be answered there first. If necessary, you may contact me via messages, external email or telephone for assistance.

Contacting Your Instructor

You will on occasion need to send me an email message. I would prefer that you use the Message tool in Bb rather than an external email message. This is an internal email system—meaning you can only send messages to your instructor or your classmates in this online course. You <u>cannot</u> use the Message tool to send external email messages. I will typically respond back within 48 hours.

If you have an urgent matter that needs an immediate response, you may contact me through my College email address. You will need to send this message outside of the Bb using your own personal email system. These messages must contain the following criteria: The subject line MUST contain the course name and you need to include your full name somewhere in the message. It is not always possible to tell what a person's name is from his or her email address. Please remember to do this for all emails, not just the first one.

Time Management:

This 15-week, online course is comprised of 15 modules. Each of the modules will only be available to you for a specific amount of time. To provide you with some flexibility, 3 modules, 3 weeks' worth of work, will be available to you at a time.

An online course can take a considerable amount of time. For this reason, I would strongly suggest beginning each assignment early. Work on it regularly over the three week period rather than waiting until the last day or two. This will allow you to have the chance to work out problems or get help if needed.

Each 3-module grouping has an end date. The end date is the last possible day it is available to you. Please be sure to take note of these dates as all required work must be completed before the end date. (The 3-module grouping will disappear from your view at 11:59 p.m. Eastern Time on the end date.)

Plan accordingly as I will <u>NOT</u> be accepting any late work once the end date has transpired.

For specific dates, see the last page of this syllabus – Online Course Availability.

Participation:

Depending on the class activities in that specific module, you are responsible for completing weekly assignments and quizzes, participating in discussion groups and blogs, and checking in to the course site on a consistent basis.   Each week there are readings to explore and issues to discuss. I suggest that you check into Bb at least two to three times a week to keep current – especially with the Discussions.

Privacy:

In Bb only the participants in the class will be able to join discussions and blogs. You will have the choice on how much information you wish to share with your classmates.

Your assignments, quizzes, final exam, and research projects will be submitted directly to me and will not be posted or shared with the class. I will, however, be posting your PowerPoint presentations on Bb.

College Withdrawal Policy:

A verbal "drop or withdrawal" from course(s) will be accepted through the 10th week of classes in accordance with the designated withdrawal deadlines. Students will need to provide the following information: full name, address, date of birth, student identification number and social security number, course reference number (CRN), description/subject and instructor's name, if VA / FA benefits, Verbal drops or verbal withdrawals are processed through the Registrar's Office and Subase site ONLY.

Academic Dishonesty:

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

You must submit your own work. If it is determined that you have submitted another student's work as you own, disciplinary action will be brought against both you and the other student. Academic dishonest will <u>not</u> be tolerated.

Disabilities and Learning Difference Statement:

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP) as soon as possible. Please note that accommodations cannot be provided until you provide written authorization from a DSP.

TRCC Disabilities Service Providers Counseling & Advising Office Room A-119	
Matt Liscum (860) 383-5240	Physical Disabilities Sensory Disabilities Medical Disabilities Mental Health Disabilities
	Learning Disabilities ADD/ADHD Autism Spectrum

Digication

All students are required to maintain an online learning portfolio in Digication that uses the college template. Through this electronic tool students will have the opportunity to monitor their own growth in college-wide learning. The student will keep his/her learning portfolio and may continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select and review random works to improve the college experience for all. Student work reviewed for assessment purposes will not include names and all student work will remain private and anonymous for college improvement purposes. Students will have the ability to integrate learning from the classroom, college, and life in general, which will provide additional learning opportunities. If desired, students will have the option to create multiple portfolios.

Early Warning Policy:

Students experiencing academic difficulty and/or missing end date deadlines will be notified of their class standing.

myCommNet Alert

myCommNet Alert is a system that sends text messages and emails to anyone signed up in the event of a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather.

All students are encouraged to sign up for myCommNet Alert. A tutorial is available on the Educational Technology and Distance Learning Students page of the web site. This link should be shared with students.

http://www.trcc.commnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html

Additional Comments:

A substantial amount of work is required for success in this course. Most of the work that needs to be submitted will be created by you directly into Bb with no additional software needed.

However, one of your assignments is to create a PowerPoint presentation. If you do not have the software needed, you may download a temporary, free copy or purchase the Microsoft Suite from the bookstore or online. If you live close to the College, you may access the computer lab. Computers are available for student use for both day and evening hours Monday through Sunday. See the computer lab attendant for specific hours of operation.

Login Instructions:

The College computer logon procedure is as follows: Username will be their banner id without the symbol @.
- Password is Mmm&xxxx where Mmm is the first 3 letters of month of birth (with initial capitalization) and the xxxx is the last 4 numbers of the social security number.
- **Log on to**: Must be **STARS**

Disclaimer:

I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in Bb Learn.

Online Schedule Availability
Spring 2016

This 15-week, online course is comprised of 15 modules. Each of the modules will only be available to you for a specific amount of time. To provide you with some flexibility, three weeks' worth of work will be available to you at a time.

Please be sure to take note of these dates as all required work must be completed before the end date. (The modules will disappear from your view at 11:59 p.m. Eastern Time on the end date.)

Plan accordingly as I will not be accepting any late work once the end date has transpired. (End dates are highlighted in red.)

Modules	
Weeks	**Dates Available**
1 – 3	January 21 through February 10
4 – 6	February 11 through March 2
7 – 9	March 3 through March 30
10 – 12	March 31 through April 20
13 – 15	April 22 through May 11

Project Work	
Projects	**Dates Available**
PowerPoint (How to…)	February 4 through March 2
Employment Research	March 3 through April 6
Resume	April 7 through May 4
Final Exam	May 5 through May 11