

**Three Rivers Community College**

**Fall 2011**

**Syllabus**

**(CRN# 31493)**

**BBG 210**

**BUSINESS COMMUNICATION**

**Thursdays**

**6:30-9:15 p.m.**

**Room E-125**

**Instructor:** **Betti Gladue**

**E-Mail:** [BGladue@trcc.commnet.edu](mailto:BGladue@trcc.commnet.edu)

**Office Telephone:** **860-885-2320 (Please leave voice mail message)**

**Office Location:** **Three Rivers Community College - Room C138**

**Office Hours:** **Mondays & Wednesdays .... 1:00-2:00**  
**Tuesdays & Thursdays ..... 6:00-6:30**

## Course Description:

*Prerequisite: ENG\* K101.*

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: Communicating at Work, Tenth Edition, Ronald B. Adler & Jeanne Marquardt  
Elmhorst, McGraw Hill Publishers ISBN: 978-0-07-338517-4

Handouts: Additional handouts may be distributed in class. I will have them available on Blackboard/Vista when possible.

Course Management Website: [www.my.commnet.edu](http://www.my.commnet.edu) (Blackboard Vista)

## Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the text or readings. Discussion is encouraged.
2. Exams: A mid-term exam will be given. The exam will be closed book/notes and will cover the assigned readings and material discussed in class.
3. Homework: Homework will be assigned throughout the course. Students are required to complete and submit homework assignments on time (usually the next class period unless specified otherwise).
4. In Class Work: Occasionally, graded in class work will be assigned. Students not in attendance during these class sessions will not be able to make up the work.
5. Group Work: An end-of-term project/presentation will be completed through collaboration with other students.
6. You are responsible for staying informed on all assignments, expectations, and class procedures. All homework assignments will be listed in Blackboard Vista. If you miss a class, please refer to Blackboard Vista for your homework assignment. Please do not e-mail me to ask for the assignment.

## Evaluation Procedures:

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

Homework/In-Class Work/Quizzes	30%
Mid-term Exam	20%
Resume/Cover Letter	20%
Group Presentation (Team Grade)	15%
Group Presentation (Your Grade)	15%

## Final Grade Scale:

A	=	94 - 100
A-	=	90 - 93
B+	=	87 - 89
B	=	84 - 86
B-	=	80 - 83
C+	=	77 - 79
C	=	74 - 76
C-	=	70 - 73
D+	=	67 - 69

D	=	64 - 66
D-	=	60 - 63
F	=	00 - 59

W	=	Withdrawal
I	=	Incomplete
P / F	=	Pass / Fail
AU	=	Audit

## Exam Date and Makeup Exam:

The mid-term exam date is provided on your syllabus. It is very important that you attend class on each of those dates. As it is very time consuming to create and proctor a make-up exam, I will only provide a make-up exam for extenuating circumstances. The make-up exam will be an entirely different exam (and probably more complex than the scheduled one). This exam will only be given if you have notified me personally and received approval from me prior to the originally scheduled exam. The exam needs to be completed within one week of your return.

## College Withdrawal Policy:

A verbal “drop or withdrawal” from course(s) will be accepted through the 10<sup>th</sup> 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.

**Instructor's Attendance Policy:**

Consistent attendance at class sessions is crucial to success in this course. Class instruction provides an opportunity for you to observe, comprehend, work on in-class assignments, ask questions, and participate in discussions. Therefore, you are expected to attend all classes in order to receive full benefit from this course. Attendance tends to have a strong influence on a student's successful completion of the course.

**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 not be tolerated.

**Cellular Phones and Beepers:**

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.

**Disabilities and Learning Difference Statement:**

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Matt Liscum (383-5240) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities.

**Early Warning Policy:**

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

### **Notification of Cancelled Class:**

If circumstances allow, I will post an announcement in Blackboard Vista if I am unable to attend a class. Obviously, if the College has announced a full college closing, I will not be in attendance.

### **Additional Comments:**

A substantial amount of out-of-class work is required for success in this course. There will also be out-of-class homework assignments throughout the semester which need to be completed on the computer. If you do not have a computer at home, there is a computer lab 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 @.

- 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 class.

**BBG K210  
BUSINESS COMMUNICATION  
TENTATIVE SCHEDULE, FALL 2011**

Sept. 1	Welcome, Introductions, Syllabus, Blackboard Vista
Sept. 8	
Sept. 15	
Sept. 22	
Sept. 29	
Oct. 6	
Oct. 13	
Oct. 20	
Oct. 27	Mid-Term Exam
Nov. 3	
Nov. 10	
Nov. 17	
Nov. 24	NO CLASS – THANKSGIVING RECESS
Dec. 1	
Dec. 8	Presentations
Dec. 15	Presentations