Division of Extended Learning
Correctional Education Department
https://www.hccs.edu/continuing-education/

POFT 1001: Business English | Lecture/Lab | 11205

Quarter IV | 4 Weeks | Oct 12- Nov5, 2021
ONLINE
Continuing Education Units (CEU): 6.0 | Course Contact Hours: 60

Instructor Contact Information

Instructor: Ms. Nash   Office Phone: 713-921-8738
Office: 713-921-8738   Office Hours: *Refer to virtual office hours* HCC Email:
Pauline.nash@hccs.edu Office Location: 4627 Crites St. 77011*

This is the normal office location; due to COVID-19, this location is currently closed.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

Instructor's Preferred Method of Contact Canvas
e-mail

What's Exciting About This Course

Business English is typically used in business meetings, sales presentations and negotiations. In general, this is a form of English especially suited to international trade, commerce and finance. The last week of this class will consist of E-business to help you promote and sell any product online. The E-business class will be an introduction of the basics of getting started.

My Personal Welcome

I've been expecting you! Welcome to my Business English course and look forward to a successful semester in you mastering the concepts of this course. I will be your professor and I'm here to facilitate your learning and to answer any questions you may have going forward. In Business English which consists of grammar, business letters and marketing online just to name a few, will assist you with gaining the best job opportunities.

In addition to strengthening your English language skills, our lessons will help you achieve English language competing in the following areas: Management, Strategic Planning, Project Management and Entrepreneurship.

Prerequisites and/or Co-Requisites

The student must be willing to learn.

Eagle Online Canvas Learning Management System

This section will use Eagle Online Canvas (https://eagleonline.hccs.edu).

When students are able to manage time and assignments in CANVAS, it demonstrates to industry the ability to work with little or no supervision.

HCC Online Information and Policies
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/

Scoring Rubrics, Sample Assignments, etc. *This is not applicable to this course.*

Instructional Materials

Textbook Information
There is no textbook for this course. All instructional material needed are open educational resources and are located within the Canvas instructional environment. Credit will be given where necessary for these OER resources.

Temporary Free Access to E-Book

This is not applicable to this course.

Other Instructional Resources

Publisher's Digital Workbook *This is not applicable to this course.*

Tutoring
Refer to information provided in CANVAS

Libraries
Refer to information provided in CANVAS

This is not applicable to this course.

Course Overview

An introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

Core Curriculum Objectives (CCOs)

The core objectives are competencies and skills important to all students. Instruction in the core objectives described below is woven into the core curriculum. Houston Community College System has specified that the course address the following core objectives:

- ***Critical Thinking***: Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking.
- ***Communication Skills***: Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication.
- ***Quantitative and Empirical Literacy***: Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills.
- ***Social Responsibility***: Students will demonstrate cultural self-awareness, intercultural competency, civil knowledge, and the ability to engage effectively in regional, national, and global communities.
- ***Teamwork***: Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- ***Personal Responsibility***: Students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.

Program Student Learning Outcomes (PSLOs)

Students will be able to:
- Read, listen, speak, and write proficiently
- Apply keyboarding and document processing skills to specific office applications.
- Use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information
- Apply organizational skills to the management of projects, daily schedules, multiple tasks, and unexpected interruptions.

Course Student Learning Outcomes (CSLOs)

Upon completion of POFT 1001, the student will be able to:

1. Apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation
2. Utilize terminology applicable to technical and business writing
3. Develop proofreading and editing skills
4. Write sentences and paragraphs

Learning Objectives

The student will:
1. Learn appropriate listening, speaking, reading, writing and computational skills required by business and industry

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments if necessary. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:
- Reading the textbook, articles, and other reading material
- Attending class online
- Completing assignments
- Participating in online activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:
- Assure that the course outcomes are taught
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students during class as required

As a student, it is your responsibility to:
- Complying with the rules and regulations of Houston Community College
- Participate in classes or labs and be prepared for class
- Complete the assigned work in a timely manner with attention to quality of work
- Communicate in a careful and respectful manner with instructors, peers, and other staff members
- Take an active role in learning by recognizing that you are accountable for your success in the classroom

- Complete course with a 70% passing score
- Be aware of and comply with academic honesty policies in the <u>HCCS Student Handbook</u>

Assignments, Exams, and Activities

Written Assignment

Write a Meet & Greet accompanied with a discussion task
Short answer/essay activity

Conduct a pretest to assess the needs of the student at the beginning of class to ensure a learning environment
Worksheets and handouts which may include matching, fill in the blanks, multiple choice and true/false

Apply the basic rules of grammar, spelling, capitalization, number usage and punctuation such as the 8 parts of speech- verb, noun, adjective, adverb, pronoun, interjection, conjunction and prepositions
Worksheets and handouts which may include matching, fill in the blanks, multiple choice and true/false

Utilize terminology applicable to technical and business writing such as defining the eight essential components of effective communication
Reading material, worksheets and handouts which may include matching, fill in the blanks, multiple choice and true/false

Develop proofreading and editing skills by composing a memo and an email for business or personal purposes
Reading material, worksheets and handouts which may include matching, fill in the blanks, multiple choice and true/false along with file upload from student

Write sentences and paragraphs as well as develop proofreading and editing skills by writing/designing an advertising page online with E-business
Video, worksheets and handouts which may include matching, fill in the blanks, multiple choice and true/false

Exams

Quizzes/tests which may include matching, multiple choice, true/false, short answer and essay on a weekly basis.

In-Class Activities

Refer to course calendar.

Final Exam

Final Exam is given during the last week of class and must be submitted on the due date.

Grading Formula

This course is nonacademic. You will not receive semester hours as credit for the course nor will you receive a letter grade upon completion. You will either pass the course (COM) or not pass (INCOMPLETE).   To determine completion of the course, the instructor will assign a number grade for all exams, assignments, lab activities, exams, papers, etc. **The student must average 70%**
to receive a grade of pass (complete)

W (Withdrawn) is given if student does not complete the course is given in non-credit and continuing education course. The grade **COM (completed**) does not affect GPA.

INSTRUCTOR GRADING CRITERIA

Quizzes	40%
Participation	60%
Total	100% (for a grade of completion)

HCC Grading Scale can be found on this site under Academic Information: http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Week	AGENDA / ASSIGNMENTS Assignments are due by dates indicated unless prior approval has been obtained
1	*After reading and completing Week 1 assignments, the student will be able to apply the basic rules of grammar, spelling, capitalization, number usage and punctuation.* • Introduction- Meet and Greet Discussion • Pre-test on Business English • 8 Parts of Speech • Quiz

2	*After reading and completing Week 2 assignments, the student will be able to utilize terminology applicable to technical and business writing.* • 8 Essential Components of Communication • Terminology • Quiz
3	*After reading and completing Week 3 assignments, the student will be able to develop proofreading and editing skills.* • Memos • Emails • Quiz
4	*After reading and completing Week 4 assignments, the student will be able to write sentences and paragraphs as well as develop proofreading and editing skills online.*
Week	**AGENDA / ASSIGNMENTS** Assignments are due by dates indicated unless prior approval has been obtained
	• Create and/or proofread e-business documents • Design advertising documents • Create marketing documents • Develop a sales page

This calendar may change; any updates will be posted. You are responsible for obtaining and reading any updated course calendars.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

A student is responsible for completing all missed assignments in a timely manner upon returning to class. Missed assignments are required to be completed prior to the end of the course.

Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also

for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentprocedures/

Attendance Procedures
Regular and punctual attendance is required at lecture and laboratory session. Class roll will be taken. 80% attendance is required to receive continuing education units (CEUs).

Student Conduct
cAs your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Instructor's Course-Specific Information (As Needed) *This is not applicable to this course.*

Electronic Devices *This is not applicable to this course.*

HCC Policies
Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/currentstudents/student-handbook/   In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities

Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

Correctional Education Program and Instructional Evaluation

The Correctional Education Program and Instructional Evaluation will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term.

EGLS3

The EGLS3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term.

EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and

personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students
https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/studentcomplaints/speak-with-the-dean-of-students/

Department Chair Contact Information

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