

**Course Prefix/Number/Title:** BOTE 210 - Business Communications

**Number of Credits:** 3 SH

**Course Description:** The study of oral and written communication in business settings. It includes exploration of nonverbal and group communication, listening and research skills, cross-cultural communication, job search techniques, ethics, technology, and preparation of business correspondence.

**Pre-/Co-requisites:** ASC 87, ENGL 110, or Instructor Approval.

**Course Objectives:** After taking this course students should be able to:

- Describe the communication process.
- Develop effective messages.
- Adapt messages to the audience.
- Understand how cultural differences effect communication.
- Describe the message planning, writing and revising process. • Explain how to build goodwill in business communications. • Develop communications with a "you-attitude."
- Create letters, memos and e-mails with proper formatting, professional style, and accuracy in grammar, spelling, punctuation, sentence structure, and format. • Effectively create positive, informative, negative and persuasive messages.
- Understand the importance of listening and body language in interpersonal communication.
- Develop effective presentations and use visual effectively.
- Search for jobs, write resumes, write cover letters, and prepare for job interviews in an effective manner.

**Instructor:** Mrs. Sandra Larson, MSM

**Office:** Online Instructor Only

**Office Hours:** Online Instructor Only

**Phone:** 701-721-2940

**Email:** sandra.larson@dakotacollege.edu

**Lecture/Lab Schedule:** This course is only offered in the Fall and Spring Semester

**Textbook(s):** Textbook information is available at DCB Bookstore.

This course does include a website called Aplia-MindTap.

<https://www.cengage.com/> is an online learning solution that helps students to study and understand all of the concepts from the textbook. It will give you grammar and writing fundamentals with instant feedback on every question. Your grades will automatically record into the Aplia-MindTap grade book. This will ensure that you are reading and understanding all of the concepts in the course.

### **OTHER REQUIRED MATERIALS:**

You will need access to the Internet and an e-mail account. It will be helpful to have access to a Standard English dictionary and a current office reference manual, such as The Gregg Reference Manual.

### **Course Requirements:**

1. Thorough reading of assigned text segments and supplementary materials. Complete understanding of Aplia-MindTap website and work continuously within the course in Aplia- MindTap and BlackBoard.
2. Active, informed participation in online class discussion and activities and intellectual engagement at all times.
3. Assignments submitted on time and in appropriate format. All work will be prepared in Microsoft Word except for Aplia-MindTap assignments. You need to label all work properly. You will need to use Microsoft PowerPoint for your final project presentation.
4. Regular online class attendance is expected each week. You will not be able to complete this course and pass by visiting the course infrequently. You must start immediately and complete weekly assignments. There is a deduction for late work and it will be near impossible to pass the course by procrastination and waiting to start the course at the end of the semester.

**Tentative Course Outline:** You will complete activities in the Aplia-MindTap website:

Business Writing, Prepare a variety of business letters and memos (routine, goodwill, persuasive/sales, negative), Reports & Proposal, Create several short reports and proposals, Using Technology to Communicate, Learn about a variety of activities using technology (e-mail, chat, blogging, web sites and PowerPoint). Employment Communication, Learn how to create a variety of employment-related documents (résumés, cover letters, and followup letters).

**General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):**

All assignments are due on the date indicated.  
Plagiarism will not be tolerated.

Please take advantage of the textbook Web page for extra help with your assignments.

Show respect for all class members and relax and have fun.

**Notes:**

This is a fast-paced, intensive course that will require a lot of outside work and preparation.

It will be assumed that you have a good understanding of basic business English grammar and punctuation rules. These will not be covered extensively in class.

You should also be aware that proofreading and revision are extremely important when preparing business documents. All writing assignments submitted should be final drafts and of quality you would feel comfortable submitting to your supervisor. Only error-free documents will receive an "A". Remember always to use 'spell check' and above all, proofread your work before you submit it.

Your instructor reserves the right to make any necessary changes to the above syllabus. You will need to submit a non-corrupt document for each assignment before the due date to be considered for grading.

**Relationship to Campus Focus:** n/a

## **Classroom Policies:**

### **Outside Work:**

Please plan to devote at least three to four hours per week for completing homework assignments, reviewing, composing rough and final drafts, and preparing for the next class session.

### **Classroom Rules:**

You are expected to communicate with other students for group assignments (discussions and the final project if you would like to have a partner).

You are expected to have assignments completed by the due date as stated in the calendar on Aplia-MindTap.

All assignments are due on the date indicated.

Plagiarism will not be tolerated.

Please take advantage of the textbook Web page for extra help with your assignments.

Show respect for all class members and relax and have fun.

### **Notes:**

This is a fast-paced, intensive course that will require a lot of outside work and preparation.

It will be assumed that you have a good understanding of basic business English grammar and punctuation rules. These will not be covered extensively in class.

You should also be aware that proofreading and revision are extremely important when preparing business documents. All writing assignments submitted should be final drafts and of

quality you would feel comfortable submitting to your supervisor. Only error-free documents will receive an "A". Remember always to use 'spell check' and above all, proofread your work before you submit it.

Your instructor reserves the right to make any necessary changes to the above syllabus. You will need to submit a non-corrupt document for each assignment

before the due date to be considered for grading.

### **GRADING:**

Overall Grading Format

A = 90%

B = 80%

C = 70%

D = 60%

F = Less than 60%

There are 430 points possible in this course. Aplia is worth 300 points of your grade. The final project uploaded to this course is worth 100 points. The discussions are worth 30 points. Please work hard on all parts of this course.

### **Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

### **Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

### **Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

**Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.