
Course Description:

This course will cover the dynamic, fast-paced, and ever-changing means by which business communication occurs by using current and effective materials. Realistic examples that are both consumer-and business-oriented will be used throughout the course.

Course Outcomes:

Upon satisfactory completion of this course the student will be able to demonstrate the following competencies:

1. The ability to organize and compose effective business communications.
2. The ability to revise and proofread business messages.
3. The ability to write effective good-news, routine, and goodwill messages.
4. The ability to write effective memos and electronic communications.
5. The ability to write effective bad-news and persuasive messages.
6. The ability to organize and prepare effective reports.
7. The ability to prepare and present effective business presentations.

Course Requirements:

Students will be required to attend class on a daily basis and are expected to complete all required tasks and tests in a timely manner. Cell phones, pagers, etc., must be turned OFF during class.
Assignment sheets with point values will be posted on the Pageout website [http://srquinn.pageout.net](http://srquinn.pageout.net) as well as the class page on the instructor website: [http://staff.wwcc.edu/susan.quinn](http://staff.wwcc.edu/susan.quinn). Students unable to attend class should check the website for assignments, announcements, etc.

**ALL ASSIGNMENTS MUST BE SUBMITTED BY THE DUE DATE ANNOUNCED BY THE INSTRUCTOR. NO LATE ASSIGNMENTS WILL BE ACCEPTED AFTER THE DUE DATE.**

**GRADING:**

Each assignment, quiz, exam, etc., will have a total possible point value assigned to it. Completed tasks/tests will be evaluated and awarded a point value. **No late assignments or tests will be accepted.**

**FINAL GRADING:**

Grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

- A = 93 - 100%
- A- = 90 - 92%
- B+ = 87 - 89%
- B = 83 - 86%
- B- = 80 - 82%
- C+ = 77 - 79%
- C = 73 - 76%
- C- = 70 - 72%
- D+ = 67 - 69%
- D = 60 - 66%
- F = Below 60%