**Course Syllabus**  
Walla Walla Community College

**BUS-140: Business Communications II for Entrepreneurs**

**Required:**  
Center: Clarkston Campus, Room 129 (Tuesdays and Thursdays)  
Term: Spring 2014 (05/27/14 - 06/13/14)  
Time: 5:30 p.m. to 7:30 p.m.

**Required (one lab session per week):**  
Center: Clarkston Campus, Room 122 or “The Vision Lab”  
Term: Spring 2014 (05/27/14 - 06/13/14)  
Day/Time: Wednesday from 5:30 p.m. to 7:30 p.m.  
Day/Time: Monday to Friday by pre-arranged appointment

**Instructor:**  
Jennifer DeJean  
Office: 119  
Phone: 509-758-1715  
E-mail: jennifer.dejean@wwcc.edu

**Instructor Availability:**  
I will be available daily, Monday to Friday, to assist you with any course-related questions or concerns. Please do not hesitate to visit my office or to contact me either by phone or by e-mail.  
Office Hours: **Monday to Friday, 3:00 p.m. to 4:00 p.m., or by appointment.**

**Resources:**

*Textbook:*  
Title: NxLevel Guide for Entrepreneurs  
Author(s): Wold, David; Kearney, Brandan; Sargent, Dennis; and Sargent, Martha  
Publisher: NxLeveL Education Association  
Date: 2009  

*Workbook:*  
Title: NxLevel Business Plan Workbook  
Author(s): Horn, Robert; Sargent, Dennis, and Gault, George  
Publisher: NxLeveL Education Association  
Date: 2009  
Course Prerequisites:
Instructor Permission

Course Description:
The course introduces the correct structure and writing technique for a variety of business documents including electronic and oral communication in today's business world. It is taught in the context of a Business Plan and an Entrepreneurial project. Students will be in a cohort group and the course will be tightly integrated with other Entrepreneurial courses required for the certificate. Prerequisite: Instructor permission.

Course Objectives:
- Correctly and effectively write, proofread, and edit all types of business documents and electronic communication.
- Develop oral communication skills in a business context.
- Identify appropriate personal and ethical behavior in the business world as it applies to communicating in business.

Classroom Rules:
Attendance, Tardiness, and Absenteeism:
Attendance is expected and highly encouraged for successful completion of the course. Punctuality is expected. Please do not be late to class because it disrupts your fellow student’s learning and your Instructor’s teaching. Attendance is an evaluation item in this course.

Cell Phone or other Electronic Devices:
Cell phones or other electronic devices unrelated to the class are not allowed during class time. Please turn off all devices and be respectful to those around you. Disruption from electronic devices will be evaluated under attendance and participation for this course.
**Cheating:**
Cheating will not be tolerated. Please refer to Walla Walla Community College’s Student Code of Conduct for all policies regarding academic integrity. The college’s policy will be followed and adhered to within class, which (depending on the circumstances) may result in the student receiving a warning and a lowered grade; receiving a failing grade for the course; being dropped from the course; being recommended for suspension or dismissal from the College; or the case being referred to civil action.

**Other:**
Please contact Carol Bennett in Student Services if you have a learning disability and need assistance.

**Final Grade Calculation:**

<table>
<thead>
<tr>
<th>Evaluation Item</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Attendance and Participation</td>
<td>25%</td>
</tr>
<tr>
<td>Homework</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Project</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Attendance and Participation (25%):**

*In-Class Attendance and Participation:* Disruptive behavior in class will result in a reduction in your attendance and participation grade. By being disruptive in class, it interrupts the learning environment for others. As such, disruptive behavior by a student will be counted as a reduction in points for the day, based on severity. Disruptive behavior may include, but is not limited to, talking with other classmates when the Instructor or a guest is speaking, using your cell phone or other electronic devices, etc.

*Online Attendance and Participation:* Attendance and participation will be measured online based on your input provided in the Discussion Board. It is expected that you contribute in the Discussion Board by answering the question(s) at hand, and then respond to two other students by Friday for the same discussion questions. Otherwise, you will be counted as absent.

In order to receive full credit, you must have thorough responses, including proper spelling, grammar and punctuation, both to the questions and to the other students’ comments. Note: A comment to another student must be more than a one-sentence response such as "I agree!"
Homework: Deliverables (25%):
Homework will need to be completed by the assigned due date. **Homework will not be accepted late.**

Quizzes (15%):
Each week you will have an opportunity to test your knowledge of the concepts learned by taking an online quiz. The quiz will have an open-book and open-note format. You will have one hour to complete each quiz. Once you begin the quiz it must be completed. You will not have an opportunity to resume it later. **Quizzes will not be accepted late.**

Project (35%):
You will be given a final project to complete. Details regarding the project will be provided to you in class.

Grading:
Your final grade will be calculated by the weighted average score of all grades in each weighted category discussed above and it will be assigned a letter grade dependent on the overall percentage as outlined below:

<table>
<thead>
<tr>
<th>%</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>94-100</td>
<td>A</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
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<tr>
<td>84-86</td>
<td>B</td>
</tr>
<tr>
<td>80-83</td>
<td>B-</td>
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<tr>
<td>77-79</td>
<td>C+</td>
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<tr>
<td>74-76</td>
<td>C</td>
</tr>
<tr>
<td>70-73</td>
<td>C-</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>60-66</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
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</table>