

Course Syllabus: Business Communication 3250

Instructor: Professor Kyra Hudson, EH 452; khudson@weber.edu

Textbook: Baker, W. H. (2013) *Writing & Speaking for Business* (4th Ed.). Provo, UT: BYU Academic Printing, ISBN: 9781611650211.

Course Description: (See University catalog) Application of oral and written communication, including diversity and international aspects of communication.
Prerequisite: English 2010 or equivalent.

Course Learning Outcomes: Upon completion of this course, students will (at the grading level provided below) be able to:

Demonstrate their ability to use correct grammar.

Demonstrate their ability to use effective oral communication skills through

Participating in discussions.

Presenting individual and group business reports in an oral format.

Demonstrate their ability to produce appropriate written communications through

Letters, memos, and job search materials.

Formal and informal reports.

Class assignments.

Editing and critiquing written documents.

Identify and utilize diversity aspects of business communication.

Identify and utilize international aspects of business communication.

Grading: The final grade for this course is based on the following scale:

93% - 100 % = A	87% - 89% = B+	77% - 79% = C+	67% - 69% = D+
90% - 92 % = A-	83% - 86% = B	73% - 76% = C	63% - 66% = D
	80% - 82% = B-	70% - 72% = C-	60% - 62% = D-
Assignments	35%		
Formal Report Project	25%		
Grammar Pretest, Posttest, and Grammar Quizzes	10%		
Textbook Exams	30%		
Total	100%		

Assignments

All assignments are to be prepared in a professional manner. Each assignment will be graded on content, organization, completeness, accuracy, spelling, grammar, and punctuation.

ADA

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Students Service Center. SSD can also arrange to provide course materials in alternative formats if

necessary. You can also call **801.395.3524** or visit <http://www.weber.edu/ssd> ([Links to an external site.](#)) [Links to an external site.](#) for more details.

Withdrawal Date

The last day to withdraw without penalty from this class is March 27, 2018.

Late Work

Late assignments will receive a 10% deduction for each day late up to a week. After one week, no assignments will be accepted. No late tests may be taken unless a student has extenuating circumstances such as a car accident or hospital emergency. Notification to the instructor must be made within 24 hours of the scheduled test date. Late tests that have instructor approval are subject to a 20% late penalty and must be completed within one week of the scheduled test date. Quizzes cannot be taken late.

Academic Honesty

School of Computing policies dictate that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in:

1. an automatic failing grade for the class and
2. a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct.

Further disciplinary action may be taken by the University as it deems appropriate. You can find more information about academic honesty in the Weber State Policies and Procedures Manual. http://www.weber.edu/ppm/Policies/6-22_StudentCode.html ([Links to an external site.](#))[Links to an external site.](#)

Course Fees

Course fees in the Network Management Technology and Web and User Experience majors are designed to cover the costs of equipment maintenance and replacement, software, consumable materials and supplies, instructional resources, and certification.

Campus Closure

In the event of the campus is closed, please check the Canvas portal for course instruction.

