

Course Name	BA1122, Business Writing
CRN	91452, Section 51
Description	Emphasis in this course is on writing clear and concise business correspondence, applying correct grammar, punctuation, and standard document formats.
Prerequisites	<ul style="list-style-type: none"> • BA 121, Business English • 25 wpm typing speed recommended
Start and End Dates	May 19, 2008 – August 8, 2008
Instructor Name	Diane Paul
Phone	224-5355 Voice Mail: 224-3900, Ext. 0525
Email	dpaul@cnm.edu
Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations; orientations; midterm exams; final exams, etc.	No
Required Texts	<p><i>Fundamentals of Contemporary Business Communication</i>; Scot Ober; Houghton Mifflin Company, 2007. ISBN 0-618-82381-6</p> <p>ALSO RECOMMENDED: Dictionary, thesaurus, and grammar and punctuation resource.</p>
Software Requirements: software student must purchase for this course.	NA
Recommended connection speed (Dial up, DSL, or High speed)	NA
Additional requirements for this course	<p>To complete this class successfully, students will do the following as scheduled:</p> <ol style="list-style-type: none"> 1. Read chapters in the required textbook. 2. Take quizzes online. 3. Complete writing assignments. 4. Complete tests. 5. Participate in on-line discussions. 6. Post an on-line presentation.

Course Name	BA1122, Business Writing
Online Information and time commitment	<ul style="list-style-type: none"> • Log onto the course site in Blackboard <u>at least three times per week.</u> • Actively participate in online discussions • Use “netiquette” and appropriate business communication skills in all online conversations. • The class in Blackboard is available to students 24/7. The Instructor is available Monday through Thursday. • Students are <u>not</u> expected to be online at specific times or on specific days. • Assignments, quizzes, and tests will be due by 8 a.m. on the due date. • Students should expect to be online at least 3 hours per week, and spend 6 - 9 hours per week on reading and assignments. (Total: Expect to spend 9 – 12 hours per week on this class)
Additional instructions for registered students	Please e-mail the instructor at dpaul@cnm.edu so the instructor has an additional contact mode for you besides Blackboard. The course will be open for enrollment in Blackboard a day or two prior to the start date of the class.
DL Tutorials	http://www.cnm.edu/depts/dl/StudentTutorials.php