



BUSI 2304.01111
Business Report Writing & Correspondence
Fall 2025
1st 8-Weeks
Online

Instructor Information:

Carla Boone
Adjunct Faculty, Business
cboone@com.edu
As an adjunct instructor, I do not have a campus phone.

Student Hours & Location:

As an adjunct instructor, I do not have a campus office; however, if you need to meet with me, I can be available for a meeting through TEAMS at a mutually convenient time for both you and me. We can also use the D2L chat or email. The best way to contact me is through my email.

Required Textbook:

The course is inclusive of the digital textbook, which is made available in Cengage and through the Cengage link inside BrightSpace D2L. No access code is required for this course.

Hardcopy textbooks may be new, used, or rented and can be purchased from multiple sources. This textbook is available through VitalSource.

BCOM 10, 2020

Carol M. Lehman, Debbie D. DuFrene, Robyn Walker
Cengage Learning
ISBN: 978-0-357-02658-8

Course Description:

Theory and applications for technical reports and correspondence in business.

Course Requirements:

There are **Six Modules** that comprise this course which align with the units in the textbook. Please see the Schedule of Activities outlining the modules and which chapters are covered.

Quizzes

There are **14 Chapter Quizzes (in BrightSpace)**. You have no time limit on these quizzes, and you are allowed three attempts. Your highest score will be automatically accepted as your grade for that quiz.

Aplia Assignments

The course includes **14 Aplia Assignments (in Cengage)**. You will have three attempts, with the highest saved. Point values vary. Please refer to the Schedule of Activities.

Persuasive Request Assignment

A **persuasive request** letter will be written using the AIDA model. The letter will contain the 7 standard letter parts, be in block format, no longer than 1 page in length, contain appropriate margins, spacing, font style, and size for a business letter.

Discussion Board

A single **Discussion Board (in BrightSpace D2L)** with weekly engagement postings will be required.

Unlike traditional discussion boards, not every student needs to start a conversation nor make an initial posting. You may just continue or add on to an existing posting - participation and engagement are the focus.

Students will reflect on course concepts, make connections, and think critically resulting in deeper learning. Topics may be open a few weeks or all semester long. Each week, students earn points for the quality, content, and relevance to the topic. **Be sure to use the rubric attached within the course to glean guidance on posting expectations.**

Elevator Pitch Video Presentation

The course includes one **Elevator Pitch Video Presentation** posted in **BrightSpace D2L**. The assignment is an attempt to introduce yourself to a potential job or networking connection. Record a 30-second elevator pitch that shares your expertise and credentials quickly and effectively with people who don't know you. The video will be posted through the Assignment area.

Final Exam

This course has one comprehensive Final Exam, which will be administered in **Cengage** and is ~50 questions in length. The exam is timed, and you are allowed only one attempt. **The test will automatically close at the time shown in the schedule of activities. It is your responsibility to monitor your time while taking the test.**

Rubrics are associated with persuasive request letters and elevator pitch assignments. Please refer to the grading rubric for additional guidance on expectations.

Determination of Course Grade/ Detailed Grading Formula:

| | |
|---------------------------------------------------|--------------------|
| Persuasive Request Letter (10%)..... | 100 points |
| Elevator Pitch Video Presentation (10%)..... | 100 points |
| Final Exam (10%)..... | 100 points |
| Weekly Discussions (12.6 %)..... | 126 points |
| 14 Chapter Quizzes (14%) (10 points each)..... | 140 points |
| 14 Aplia Assignments (43.4%) (varied points)..... | 434 points |
| Total Possible Points..... | 1000 points |

The final grade will be based on the following scale:

| | |
|--------------------------------------------|---------|
| A = 90+% of the total points..... | >= 900 |
| B = 80% - 89% of the total points..... | 800-899 |
| C = 70% - 79% of the total points..... | 700-799 |
| D = 60% - 69% of the total points..... | 600-699 |
| F = less than 60% of the total points..... | <=599 |

Late Work, Make-Up, and Extra-Credit Policy:

Missed work immediately receives a "0". Students are responsible for contacting the instructor about making it up. Make-up work will be determined on a case-by-case basis in a manner that the instructor deems fair and equitable to the entire class. **Late work normally receives a 20% penalty.**

- **If accepted**, the final day for auto-graded late work will be the day prior to the last day of class.
- **If accepted**, the final day for manually graded late work will be the Sunday prior to the last day of class.
- The Elevator Pitch Video Presentation will **NOT** be accepted late under any circumstances.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible), and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Extra Credit/Bonus Points:

- **40 bonus points** (4% of final grade) are available for scheduling and completing a meeting (online or face-to-face) with Career Services for a **resume review OR mock interview**. Bonus points will be added in the gradebook **once the student forwards the confirmation email** to the instructor, received from Career Services, confirming that a worthwhile and successful resume review or mock interview has taken place. Students may schedule more than one appointment, but the bonus points will only be applied once. ***Resume writing/reviews and mock interviews are important aspects of career planning. Students should always have resumes up to date.***

Appointments with Career Services can be scheduled by emailing: CareerServices@com.edu or calling (409)933-1211. **Scheduling may be attempted any time after the first day of class BUT PRIOR to the end of Week 4 to ensure an appointment.** Emails sent AFTER Week 4 are NOT guaranteed an appointment before the semester ends.

Students may choose to access Focus 2 Career (<https://careerservices.com.edu/> then click Focus2) as a third option for the 40 bonus points. **Complete the “4 Self Assessments” (Work Interest, Values, Personality, Skill) and email me a screenshot of the “combined” results that includes your name at the top** (see screenshot example in the Extra Credit module).

Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor.

Graded Assignments/Feedback/Gradebook:

The following expectations apply to all Business/Accounting department courses regardless of modality.

Auto graded exams and quizzes should be available for immediate review by the students. **Manually graded assignments (projects) will typically be graded and returned within one week from the due date.** Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned in a timely manner as instructor’s availability allows.

Students should monitor their overall grade within the D2L gradebook for current point totals.

Attendance Policy:

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook.

Attendance in an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be a discussion post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

Communicating with your instructor:

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA

restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. ***Please allow the faculty 24 hours to reply to COM email communications. Student emails sent after 5pm on Friday should expect a reply by 12pm on Monday.***

General Education Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

Communication Skills- effective development, interpretation and expression of ideas through written, oral and visual communication.

Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Personal Responsibility- ability to connect choices, actions and consequences to ethical decision-making.

Social Responsibility- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Table Mapping SLO's, Core Objectives and Assignments:

| Student Learner Outcome | Maps to Core Objectives | Assessed via this Assignment |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Identify and define basic terminology in business communication. | <ul style="list-style-type: none"> Personal Responsibility | -Quizzes: 1 & 2 -Aplia Assignments: 1 & 2 |
| Demonstrate effective business writing and communication skills. | <ul style="list-style-type: none"> Communication Skills Critical Thinking Skills Personal Responsibility | -Elevator Pitch Assignment -Persuasive Request Letter -Discussion boards |
| Examine effective business communications techniques within case studies and assignments as examples of working within the business environment. | <ul style="list-style-type: none"> Critical Thinking Skills Empirical and Quantitative Skills Personal Responsibility Social Responsibility | -Aplia Assignments: 3-14 -Final Exam |

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the Student Handbook. <https://www.com.edu/student-services/student-handbook.html>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be

referred to the Office of Student Conduct for the appropriate disciplinary action.

[10 Types of Plagiarism - YouTube](https://www.youtube.com/watch?v=EF5eFeJmPlA) https://www.youtube.com/watch?v=EF5eFeJmPlA

[How to Avoid Plagiarism in 5 Easy Steps - YouTube](https://www.youtube.com/watch?v=WV2-cmi19sg) https://www.youtube.com/watch?v=WV2-cmi19sg

[What is Self Plagiarism - Research Prospect](https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20) https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20


Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu

Technology Outage:

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

Course Outline/ Schedule of Activities:

| Business Report Writing/Correspondence | | | | BUSI-2304 - Fall 2025 | | | |
|-----------------------------------------------|------------------------|------------------|--------------------------------------------|--------------------------------------------------------------------------------------|--------------------|------------------------------------|---------------------|
| Schedule of Activities (1st 8-Week Course) | | | |  | | | |
| Module | Dates | Required Reading | Quizzes/Exam | Discussion Boards | Aplia (in Cengage) | Assignments/Video | Due Date (Midnight) |
| Module 1 | Week 1 (Aug 18-24) | Chapter 1-2 | Chapter 1-2 Quiz | Weekly engagement | Chapter 1-2 | | 08/24/25 |
| Module 2 | Week 2 (Aug-25-31) | Chapter 3-4 | Chapter 3-4 Quiz | Weekly Engagement | Chapter 3-4 | | 08/31/25 |
| Module 3 | Week 3 (Sept 1-7) | Chapter 5-6 | Chapter 5-6 Quiz | Weekly Engagement | Chapter 5-6 | | 09/07/25 |
| | Week 4 (Sept 8-14) | Chapter 7-8 | Chapter 7-8 Quiz | Weekly Engagement | Chapter 7-8 | | 09/14/25 |
| Module 4 | Week 5 (Sept 15-21) | Chapter 9-10 | Chapter 9-10 Quiz | Weekly Engagement | Chapter 9-10 | Persuasive Request (open Week 4) | 09/21/25 |
| | Week 6 (Sept 22-28) | Chapter 11-12 | Chapter 11-12 Quiz | Weekly Engagement | Chapter 11-12 | | 09/28/25 |
| Module 5 | Week 7 (Sept 29-Oct 5) | Chapter 13-14 | Chapter 13-14 Quiz | Weekly Engagement | Chapter 13-14 | Elevator Pitch Video (open Week 6) | 10/05/25 |
| Module 6 | Week 8 (Oct 6-9) | | Final Exam- (Wed in Class for CL students) | | | | 10/09/25 |
| Point Values | | | | Important Notes | | | |
| Activity | Point Value | # of Activities | Total Points | Late Work, if accepted, normally receives 20% penalty (See Syllabus for Limitations) | | | |
| Chapter Quizzes | 10 | 14 | 140 | Chapter Quizzes (14%) - 3 attempts; highest saved | | | |
| Final Exam | 100 | 1 | 100 | Final Exam (10%) - 1 attempt | | | |
| Elevator Pitch Video | 100 | 1 | 100 | Elevator Pitch Video Presentation (10%) - record a 30-second elevator pitch | | | |
| Discussion Boards | 18 | 7 | 126 | Discussion Boards (12.6%) - weekly peer interaction required for full credit | | | |
| Aplia | varies (see MindTap) | 14 | 434 | Aplia Assignments (43.4%) - 3 attempts; highest saved | | | |
| Persuasive Request | 100 | 1 | 100 | Persuasive Request (10%) | | | |
| Total Possible Points | | | 1000 | Any bonus points are at the discretion of the instructor. (See Syllabus) | | | |

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of

the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement:

Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law.

Last date to withdraw from Fall 2025 with a "W":

1st 8-week session- October 1

16-week session- November 14

2nd 8-week session- November 25

FN Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click

here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.