

COMMON COURSE SYLLABUS: POFT 2312: Business Correspondence & Communication

DEPARTMENT: Business Administration
DISCIPLINE: Business
COURSE NUMBER: POFT 2312.001
COURSE TITLE: Business Correspondence & Communication
INSTRUCTOR: Melissa Cavazos, Instructor in Accounting – Business Administration Department
OFFICE: Levelland Campus, Technology Center #104-C
OFFICE HOURS: **Monday: 9:00- 9:30 AM**

Tuesday: 9:00- 9:30 AM, 11:00 am-12:00 & 1:00-2:00 PM

Wednesday: 9:00- 11:00 AM & 1:00-2:00 PM

Thursday: 9:00- 10:00 AM

Friday: 8:45-9:45 AM, Also by appointment

TELEPHONE: 806-716-2363

CLASS E-MAIL: Please use the **Course Messages** option on the "Home Page" control panel within Blackboard for **all** correspondence with me for this course.

URGENT E-MAIL: mcavazos@southplainscollege.edu (**Use for after hours and weekends only**)

COURSE INFORMATION

- **COURSE DESCRIPTION:** This course provides skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications.

LEARNING OUTCOMES: After successfully completing this course, the student should be able to apply appropriate communications theory in the writing of business letters, memos, e-mails, texts, and other business documents. Each student should also be more at ease and knowledgeable about the job-hunting process after he/she watches online mock interviews and hears lectures from various experts in the personnel field.

ATTENDANCE POLICY:

- As an online class, students must access the course on a regular basis.
- Students are advised to login Blackboard on a daily basis in order check the semester schedule, e-mail, and announcements within Blackboard for any updated information.
- A student who does not meet the course requirements as stated and does not officially withdraw from that course by the official census date of the semester, **will not be** administratively withdrawn from this course.

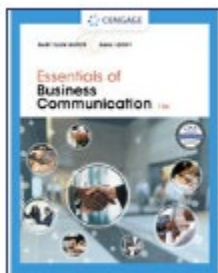
It is the responsibility of the student to initiate the process to withdraw from this course.

FINAL DROP DATE: April 30, 2026

COURSE STRUCTURE:

- **BLACKBOARD** - **ALL** communication and grading for this course will be conducted using the Blackboard Learning Management software.

- **COURSE MATERIALS** – All assignments will be completed using the Cengage MindTap software which will be accessed through the “Course Content” link in Blackboard. A required access code must be purchased to complete the assignments for this course. *The access code may be purchased at any SPC Bookstore, or through the students’ Cengage account.*



The curriculum for the course is derived from:

- Essentials of Business Communication, 12th Edition
- Authors: Guffey & Loewy

Note: A required Cengage Unlimited Access code must be purchased to complete the assignments for this course. This access code includes an e-text with purchase. Students may choose to rent the print copy of the textbook for the semester. This rental may be completed through the student’s Cengage account.

ASSIGNMENT INFORMATION and GRADING POLICIES:

- **ASSIGNMENT POLICY:** Assignments are due by 11:55 p.m. on the date posted on the course schedule/calendar. All assignments for this course will be completed and submitted through the CengageNow software. The link for assignments will be located each week within the “Course Content” link in Blackboard.

Please note that late work/assignments *will not be accepted*.

- **CHAPTER QUIZZES AND EXAMINATION POLICY:** Chapter Quizzes and Exams will be completed using the Cengage Now software. These assignments will have a time limit and deadlines for completion will be posted on the Blackboard Semester Schedule. **No makeup quizzes or exams will be allowed.** If a student is unable to complete a quiz or exam during the scheduled time frame, **he or she will not be allowed to make up the test unless arrangements are made prior to the test day.** If you have special needs for taking tests, please contact me or special services the first week of classes. (Refer to the Disability Statement located in this syllabus.)
- **GRADING POLICY/PROCEDURES:** Grades will be allocated according to the following point system and scale:

Category	Total
Adaptive Study Plans: 5 pts. each	70
Homework Average: 25 pts. each	425
Quiz Average 15 pts. each	210
Unit Exams: 150 pts. each	450
Comprehensive Project: 145 pts	145
Attendance	145
TOTAL POSSIBLE POINTS	1445

Total Points Earned	Course Grade
1287 or more	A
1140-1286	B
1011-1139	C
852-1010	D
Below 851	F

EXTRA CREDIT: Extra credit is offered to the entire class, NOT individual students. All extra credit points will be added to the **FINAL** course point total at the end of the semester.

Course Evaluation: **25 points** will be added to the final course point total for completing the course evaluation for this course. The course evaluation will be available at the end of the semester.

ACADEMIC AND SPECIAL SERVICES INFORMATION

- **ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
- **PLAGIARISM AND CHEATING:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.
 - ❖ **Plagiarism** violations include, but **are not** limited to, the following:
 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.
 - ❖ **Cheating** violations include, but **are not** limited to, the following:
 1. Obtaining an examination by stealing or collusion;
 2. Discovering the content of an examination before it is given;
 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain an unfair advantage;
 5. Taking an examination for another;
 6. Altering grade records;
 7. Copying another's work during an examination or on a homework assignment;
 8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
 9. Taking pictures of a test, test answers, or someone else's paper.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student's actions and disregard for the learning objectives of the course.

- **STUDENT CODE OF CONDUCT POLICY:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.
- **INTERNET/TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, please start with the Help link on your Blackboard homepage. It is your responsibility to have a backup plan if your computer/WIFI goes down. **Do not wait until it is a crisis situation. Do not wait until the last minute to turn assignments in, or you may have problems!** Make sure you finish your Cengage assignments in a timely manner and DO NOT wait until the last minute!
- **DISCLAIMER:** This is to notify you that the materials you may be accessing in chat rooms; bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit:

2025-2026 COURSE SYLLABI STATEMENTS

<https://www.southplainscollege.edu/syllabusstatements/>.

Students are able to upload a photo through the TouchNet 360U app instructions using the SPC issued username and password required for access to the SPC network including email, MySPC, Blackboard, and other online services. All photos are vetted for standards by an SPC employee prior to pushing into Colleague. Any change of a photo is also vetted to ensure that the picture submitted is the person in the previous submission. As well, the FERPA policy on directory information will be changed to not include these photos.