JEFFERSON COLLEGE
COURSE SYLLABUS

BIT200
BUSINESS DOCUMENT APPLICATIONS
3 Credit Hours

Prepared by:
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Career and Technical Education
Dr. John Keck, Dean
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BIT200 BUSINESS DOCUMENTS APPLICATIONS

I. CATALOG DESCRIPTION

A. Prerequisite – Business Language Skills and Keyboarding Skillbuilding or instructor approval.

B. 3 hours credit

C. Business Documents Applications teaches skills for effective writing such as planning, organizing, analyzing, and decision making in business document preparation. This course combines intensive writing and editing of “real-world” communications to produce credible, high-quality results in documents. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

| Students will learn and apply effective communication guidelines in business documents. | In-class and outside writing assignments, peer review of documents, homework, and exam |
| Students will create, format, and modify memos, personal and business letters, business reports, manuscripts, and tables. | In-class and outside writing assignments, peer review of documents, homework, and exam |
| Students will demonstrate effective planning strategies and writing styles for good news and bad news messages. | In-class and outside writing assignments, peer review of documents, homework, in-class discussion, and exam |
| Students will demonstrate effective planning strategies and writing styles for persuasive messages. | In-class and outside writing assignments, peer review of documents, homework, and exam |
| Students will demonstrate effective writing styles for letters and reports with special emphasis on content and format. | In-class and outside writing assignments, peer review of documents, homework, and exam |
| Students will demonstrate effective planning strategies and writing styles for goodwill messages. | In-class and outside writing assignments, peer review of documents, in-class discussion, homework, and exam |
| Students will apply rules for creation and formatting of various business documents. | In-class and outside writing assignments, peer review of documents, homework, and exam |

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Ten Guides for Effective Writing
   1. Plan Messages Effectively
   2. Write for the Reader
   3. Present Ideas Positively
4. Write in a Clear, Readable Style
5. Check for Completeness
6. Write in an Efficient, Action-Oriented Style
7. Use Concrete Language
8. Use Effective Sentence and Paragraph Structure
9. Format Documents Effectively
10. Edit and Proofread Carefully

B. Business Document Creation and Formatting Guidelines
   1. Memorandums
   2. Personal and Business Letters
   3. Business Reports
   4. Manuscripts
   5. Tables

C. Good News Messages
   1. Strategy and Reader Reaction
   2. Planning messages
   3. Strategies for writing
   4. Writing and modifying messages
   5. Using technology to share information

D. Bad News Messages
   1. Planning and strategy for writing
   2. Writing and modifying negative messages

E. Persuasive Messages
   1. Goals of persuasive messages
   2. Ethical implications
   3. Factors that influence persuasion
   4. Writing and modifying negative messages

F. Letter and Memo Reports
   1. Types of reports
   2. Formality and writing styles
   3. Report content and format
   4. Report organization
   5. Writing and modifying reports
G. Goodwill Messages
   1. Types of goodwill messages
   2. Planning and strategies for writing

IV. METHOD OF INSTRUCTION
   A. Lecture
   B. Discussion of and exercises in mechanics
   C. Presentations and peer review/editing

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS (STUDENT)
   A. Pen, paper, folder

VII. SUPPLEMENTAL REFERENCES

VIII. METHOD OF EVALUATION (basis for determining grade)
   A. Homework & Quizzes, 40%
   B. Tests/Exams, 55%
   C. Attendance, 5%

IX. ADA AA STATEMENT

   Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).

X. ACADEMIC HONESTY STATEMENT

   All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).
XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.