Adjunct Instructor
Jane-Stewart (J.S.) Engebretson
Cell: 402.826.9132
E-mail: js.engebretson@doane.edu

Textbook
The following book is used for this course: The McGraw-Hill 36-Hour Course in Business Writing and Communication, Second Edition. Additional readings will be assigned.

Business Writing 205 is conducted online. Students will use the Doane College Blackboard system for this class.

Course Description: BUS 205 Business Writing (3)
An examination of effective written communication in organizational contexts through realistic applications relevant to the current business environment. Upon successful completion of the course, students will be able to: 1) use technically correct, clear English in the preparation of business documents, including letters and memoranda; and 2) analyze and synthesize information to write focused, effectively organized messages for designated audiences.

Course Objectives
This course is to enhance your writing and communication skills in a business environment. Students who successfully complete this course will develop effective writing, proofreading and editing skills, which can be applicable to all areas of communication. Students will understand the implications of a written communication's tone, message and purpose. By improving business communications, students should be able to increase their productivity and professionalism in their work and personal communications.

Learning Strategies
This class is online and will include readings, powerpoints, video, and writing exercises to engage students in understanding how to create and process effective business communications.

Assignments
We will incorporate the readings as well as opportunities for writing and editing activities. You will need access to the Internet and a computer with Word capabilities, as well as the capability to view videos.

Blackboard will be the primary mode of communication between the instructor and students. The assignments are created to implement the strategies and approaches learned in class in a variety of messaging presentations.

Course Expectations
As this class is conducted online, students are responsible for monitoring the class Blackboard site for updates and information, along with their Doane email accounts. I encourage your questions and input as the class progresses to help make it an effective and interesting learning experience for everyone. Your overall effort and ability to incorporate the information are important elements in your grade.
Disabilities
Students with disabilities that limit a major life activity are eligible for reasonable accommodations in college programs and courses. These accommodations provide equal opportunity to receive the same level of achievement. If you have a disability that might interfere with your ability to participate or perform satisfactorily in this course, please let me know.

Grades
Your course grade will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>35%</td>
</tr>
<tr>
<td>Class discussions</td>
<td>20%</td>
</tr>
<tr>
<td>Article responses</td>
<td>20%</td>
</tr>
<tr>
<td>Final Project</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

Assignments and Projects
More information concerning the assignments, discussions/responses and final project will be provided on the class Blackboard site.

Late Work Policy
Assignments are due by the specified date and time. Student work received after the due will be graded beginning at half-points.

Grading Scale:
- A+ = 100-97%
- A = 96-93%
- A- = 92-90%
- B+ = 89-87%
- B = 86-83%
- B- = 82-80%
- C+ = 79-77%
- C = 76-73%
- C- = 72-70%
- D+ = 69-67%
- D = 66-63%
- D- = 62-60%
- F = 59% and under

Academic Integrity Policy
The Doane College Academic Integrity Policy will be adhered to in this class. All assignments and responses should represent your own work. Any use of others’ ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the dean of undergraduate studies.