Course Information:
Course Name: OFADM 304
Location: Online with Blackboard 9.1 LMS

Instructor Contact Information:
Christine Groth, Professor Emerita
Office: FH 120Q
Office Hours: TBA
E-Mail: grothc@mjc.edu
Website: http://virtual.mjc.edu/grothc

Course Description
Review of the mechanics of correct English usage as applied in the business environment.
Emphasis is on sentence structure, word usage, punctuation, spelling, business vocabulary,
dictionary usage, grammar review, and proofreading. Heavy emphasis is placed on the use of
various business documents throughout the course for students to apply their writing skills.
Field trips are not required. (A-F or P/NP)

Learning Outcomes
Upon successful completion of the course, the student will be able to:
1. Identify and correct common spelling, grammar, and punctuation errors in sentences.
2. Spell and define common business terms.
3. Compose short to medium-length essays of 300-750 words.

Technology Requirements
Online courses require a fairly sophisticated level of computer knowledge because the computer
is the medium through which communication takes place in a virtual learning environment. A
quick review of basic Windows skills is recommended for those who need a little refresher
before starting the online course.

The technology requirements for this online class specify the software and hardware
requirements for PC or Macintosh systems. Students whose computers do not meet the
minimum specifications may have difficulty accessing course material.

Online Advisory: Students who enroll in online or e-learning classes must be self-disciplined
and willing to accept a higher degree of responsibility for their learning. In order to determine
your readiness to undertake this class, please take a few minutes to read the following article:
8 Big Mistakes Online Students Make. The chosen course management system for online course
delivery at Modesto Junior College is Blackboard 9.1. If you are unfamiliar with the Blackboard
interface, you should work through the Blackboard tutorial provided by the college.
Please remember that this is a professional site; therefore, students should conduct themselves
accordingly. The e-mail and discussion tools are not to be used to vent frustrations or make
rude remarks to or about anyone. Student postings will be monitored by the instructor for any
inappropriate language.
Student Responsibilities

Successful online students follow instructions carefully. The syllabus is the primary source of information for any college course. Successful students read it carefully and refer to it regularly.

Successful students look up information first so they ask informed questions. If they can’t find the answers, they contact the instructor by e-mail or post questions in the Virtual Cafe area in the Blackboard course shell.

Successful students pay close attention to how they can best and most easily learn the material in a particular subject area. You may find it helpful to take a learning styles inventory to guide your study habits. You can access one online at Learning Styles Inventory.

Planning Time: Successful students, those that get A’s B’s, and C’s, use their time wisely. The standard formula for online coursework is approximately ten hours per week of homework (reading, research, and studying) for a three-unit class. As a result, successful students plan their time wisely so that they keep up with assignments.

Academic Integrity: Successful students always make sure that their work is original. This is important because the instructor must be able to gauge what the student has learned; therefore, copying the work of another person, whether an essay or answers during a test, is considered plagiarism. If you are “suspected” of plagiarism, you will bear the burden of proof. You must be able to present rough drafts or related material and discuss the topic intelligently. Research assignments will be subject to thorough evaluation by an anti-plagiarism website called Turnitin.com, and students may be penalized for undocumented or plagiarized content. Refer to current guidelines for help in citing references on the MJC Library website.

Cheating or plagiarism demonstrates a failure to complete the most basic requirement of any course. Thus, the instructor may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course. The instructor may also determine that a student’s violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the College. To avoid penalties resulting from academic integrity violations, check the Student Code of Conduct Handbook for specific guidelines.

Attendance: Successful students log in to the online class frequently to check for announcements and respond to discussions. Participation is measured by frequency of online activity and quantity of discussion postings. Students who do not maintain regular participation may be dropped from the class for insufficient progress. Your active participation is required in the online classroom through the discussion board and the submission of homework, quizzes, tests, and other online activities. If you miss three consecutive assignments, you may be dropped. Please contact me in advance should any issue arise that may require your inability to participate. Quizzes and exams are scheduled for a specified time period, and students will only be allowed to make up missed testing opportunities for well-documented, unavoidable circumstances. It is the student’s responsibility to make sure that his/her Internet connection is functioning properly and is compatible with the Blackboard 9.1 Learning Management System. Do not wait until the last minute to verify that your computer or Internet connection is working.

Grading Information: Students should periodically check their grades and should notify the instructor of any discrepancies or missing grades for completed assignments unless the instructor has announced a delay in grading. Students must adhere to due dates for all written assignments, quizzes, and exams. No special consideration will be given for poor planning or computer malfunctions.
Grading Components

- Weekly quizzes
- Business writing assignments
- Research assignments
- Discussion postings
- Exams

Your grade will be determined by calculating the total number of points accumulated for graded assignments, quizzes, exams, and discussions. Each week you will open a new learning module to view the lesson material, which will include reading, listening, and writing activities that are designed to reinforce the chapter concepts. Before completing the chapter assignments, you should check the answers to reinforcement exercises in the chapter and at the back of the text. Reviewing this material will help you to recognize specific weaknesses that may require further study before completing graded assignments and quizzes.

Grading Scale

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
< = 59 = F

Special Needs

If you have a physical, psychiatric/emotional, medical, or learning disability that may impact your ability to carry out assigned course work, I urge you to contact the staff in Disability Services by phone at 575-6225. The Disability Services staff will review your concerns and determine, with you, what accommodations are necessary and appropriate for your circumstances. All information and documentation is confidential.

Textbook and Course Materials:

College-Level Dictionary (not pocket dictionary)

Miscellaneous Information:

While I might wish to be available for your questions 24/7, that is simply not possible. I will check my e-mail daily and will respond to your questions within 48 hours. I will also schedule periodic virtual office hours as the need arises. I make every effort to post grades for assignments and exams within one week of their completion. Occasionally, however, I may need more time to complete some assignments. If this is the case, I will let you know when to expect your grades to be posted. I use grading templates (rubrics) with specific instructions on format and content to assign grades for discussions and business documents.

"Words are, of course, the most powerful drug used by mankind." – Rudyard Kipling