

**COURSE INFORMATION**

**Course Code:** 27627  
**Online Orientation:** Due **Thursday, January 20** by midnight  
**Location:** Online: please **check your Los Rios Gmail daily** for detailed instructions and information.

**PROFESSOR INFORMATION**

**Professor:** Dr. Randy Nordell  
**Phone:** 916-484-8140  
**Email:** [nordelr@arc.losrios.edu](mailto:nordelr@arc.losrios.edu)  
**Website:** <http://ic.arc.losrios.edu/~nordelr/>  
**Canvas:** <https://canvas.losrios.edu>  
**MindTap:** <https://login.cengage.com>  
**Office:** Howard Hall 136  
**Office Hours:** Monday – Friday: 8-9 a.m. (Zoom); or by appointment

**REQUIRED MATERIALS**

**Textbook/Online Access Code:** Guffey, M. E. *Business English, 13e*. Cengage Learning.  
MindTap Access Code ISBN: 9781337910828 or Cengage Unlimited.

**Purchasing Instructions:** ARC Bookstore or online (see Online Orientation handout)

**COURSE REQUIREMENTS**

**Prerequisites:** None

**Advisory:** BUSTEC 300.1 (*Keyboarding/Applications: Beginning*), ESLR 310 (*Intermediate-High Reading*), and ESLW 310 (*Intermediate-High Writing*) with grades of "C" or better

**GRADING AND EVALUATION**

Your grade will be calculated on the basis of points given for each writing assignment, test, quiz, or project using the following percentages:

- Reinforcement Exercises (14) 15%
- Chapter Quizzes (14) 15%
- Unit Tests (6) 20%
- Writing Assignments (≈17) 30%
- Final Writing Exam 20%

Individual grades and overall grade will be based on the following grading scale

- A = 100 – 90%
- B = 89 – 80%
- C = 79 – 70%
- D = 69 – 60%
- F = below 60%

**Grades:** Grades are available on **Canvas** (<https://canvas.losrios.edu>) and are updated at least once a week. Check your grades regularly and notify me immediately if you have any questions.

## SUBMITTING YOUR WORK

**Reinforcement Exercises (RE):** Chapter Reinforcement Exercises are available in [Canvas](#) and link to [MindTap](#).

- Complete each of the assigned Reinforcement Exercises by **midnight on the due date listed in the syllabus**.
- You can complete these exercises as many times as you want.
- **Correct any incorrect answers** to ensure you receive full credit for each of these exercises.
- **Late quizzes and tests receive a 20% deduction.**
- **Reinforcement exercises are not accepted if turned in more than one week late.**

**Chapter Quizzes and Unit Tests:** Chapter quizzes and unit tests are available in [Canvas](#) and link to [MindTap](#).

- **Chapter Quizzes (25 questions; 45 minutes)**—you get **two attempts**, and I'll record your best score.
- **Unit Tests (50 questions; 90 minutes)**—you get **one attempt**.
- Quizzes/tests must be completed by **midnight on the due date listed in the syllabus**.
- **Late quizzes and tests receive a 20% deduction.**
- **Quizzes/tests are not accepted if turned in more than one week late.**
- There are **no make-ups** on missed tests or quizzes.
- Once you start the test/quiz you must complete it.

**Writing Assignments (WA's):** Throughout the course you will be responsible for the writing assignments listed in the syllabus. You are solely responsible for the preparation and presentation of your work. All writing assignments (WA's) are available in [Canvas](#) (<https://canvas.losrios.edu>). WA's will be either a **Discussion post** in [Canvas](#) or an assignment in Canvas where you **upload to Canvas** the WA as an attachment. When using **Microsoft Word** for WA's, include your name and WA name right-aligned in the header of each WA (see below):

Student's Name WA-Memo
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Your assignments will be graded on both content and format. Always use your best grammar skills. You will be evaluated on your ability to address the pertinent issues in a succinct, well-written format. Each writing assignment will be worth 10-20 points. The following criteria are used to determine your writing assignment grade:

- Clear content, complete thoughts, concise and accurate information
- Proper and correct grammar and spelling, punctuation, document format, and/or proofreading
- Proper business document format
- Read and following instructions carefully
- Upload to [Canvas](#) or complete Discussion post by **midnight on due date listed in the syllabus**
- **Late WA's receive a 20% deduction.**
- **WA's are not accepted if turned in more than one week late.**

**Final Writing Exam:** Information about the Final Writing Exam will be available on [Canvas](#) (<https://canvas.losrios.edu>) approximately 10 days before the due date. For the Final Writing Exam, you will respond to five writing prompts and format each document in proper business document format. This is an opportunity to show me you best writing and formatting.

**Late/Make-up Work Policy:** The following is the course policy for turning in late work:

- **Reinforcement Exercises: 20% deduction** for late work; late work **not accepted if more than one week late.**
- **Quizzes and Test: 20% deduction** for late work; late work **not accepted if more than one week late.**
- **Writing Assignments: 20% deduction** for late work; late work **not accepted if more than one week late.**
- **Final Writing Exam: No late work accepted.**

**Email:** Check your email daily. When you send me an email, please use the following information in the subject line:

Your full name   27627 (course code)
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## COURSE OVERVIEW

**Course Description:** This course prepares students for professional business communication and BUS 310: Business Communications. It presents principles of correct and effective English usage as applied in business. Included are skills and techniques of written communication, sentence structure, word usage, punctuation, spelling, business vocabulary, and business and employment document formatting. It emphasizes critical thinking and effective writing techniques by analyzing written communication and composing and organizing paragraphs into effective business documents. Proofreading skills are stressed throughout the course.

**Student Learning Outcomes:** *Upon completion of this course, the student will be able to:*

- Identify, select, and use appropriate writing aids, references, and Internet resources used in business writing.
- Prepare documents that exhibit a clear understanding of the structure of English grammar, word usage, punctuation, spelling, and business vocabulary.
- Produce documents that demonstrate the essentials of sentence structure, critical thinking, and effective business writing.
- Compose coherent, well-developed, unified paragraphs within documents.
- Proofread, edit, and evaluate written sentences, paragraphs, and basic business documents.
- Research, create, proofread, edit, and evaluate employment documents.

**Strategies for Success:** English for the Professional requires strong reading and reasoning skills because you will be working from written and oral directions. You will also need keyboarding, word processing (Microsoft Word), and Internet skills. Even though you have freedom to choose the times you work on the course materials, please adhere to the deadlines. Schedule your time wisely and keep up with the required work. To succeed in this course, each week you should do the following:

- Carefully read all emails I send.
- Read assigned textbook chapters and supplementary materials.
- Complete reinforcement exercises, quizzes, unit tests, and writing assignments (WA's) by the due dates.
- Review graded writing assignments, quizzes, and unit tests.
- Check your grade at least once a week.

## POLICIES AND EXPECTATIONS

**Attendance:** You are expected to complete the mandatory online orientation. ***Students who do not complete the mandatory online orientation will be dropped.*** You are expected to complete coursework as listed in the syllabus. ***Students who are not regularly (weekly) completing and turning in work will be dropped (per LRCCD Board policy, a student may be dropped if he/she misses 6% of the course).*** Students who neither complete the course nor drop the course will earn a failing grade.

**Accommodations:** Students with health issues or disabilities that may necessitate intervention or modification to the college educational or physical environment are encouraged to arrange an appointment with the professor the first week of class to discuss these issues so that a plan for meeting these needs can be established.

**Emergencies:** If you have an emergency and need to contact me, please use the contact information provided at the beginning of this syllabus. For any problems with Canvas, online information, or courseware, please contact me.

**Request for Incomplete:** In order for an Incomplete grade to be granted, the following criteria must be met: (1) you must be earning a C grade or better at the time of the request, (2) you must have completed at least 75% of the coursework, and (3) there must be an extenuating circumstance that would prevent you from completing the course during the enrolled semester.

**Classroom/Online Etiquette Policy:** We must show respect to one another at all times. Rudeness and disrespect will not be tolerated in this course. Be cautious when using sarcasm or negative statements. Whenever possible, give constructive criticism and treat others the way you would like to be treated. The communication that happens within this online classroom should stay within it. Like any class, we are a community and we need to treat each other with courtesy and respect.

**Communication Policy:** Communication in this course will take place through Canvas announcements and email messages.

- You are responsible for all information presented in class announcements and emails I send.
- **Check your Los Rios Gmail account daily.**
- General course announcements and other course information are emailed to your Los Rios Gmail account and available in the **Announcements** area in **Canvas** (<https://canvas.losrios.edu>).
- Please feel free to email or call me with any questions ([nordelr@arc.losrios.edu](mailto:nordelr@arc.losrios.edu); 916-484-8140).
- Always **use the correct subject line** when emailing me (Your Name | Course Code | Chapter # [*if applicable*])
- I will respond to emails within 24 hours except on weekends. If you email me late Friday through Sunday, I will respond to your email on Monday.
- I typically stop answering emails around 4 pm. If you email me after 4 pm, I'll answer your email the following day.

**Technology Expectations:** I expect that you have basic word processing, Internet, and keyboarding skills. If you need to review any of the basics, please go to the Microsoft web site and review. <http://office.microsoft.com/en-us/training/>. In the course, we use the following technology tools:

- **Email:** Much communication in this course is through email. **Check your Los Rios Gmail daily.**
- **Canvas** (<https://canvas.losrios.edu>): We use Canvas as the learning management system (LMS) in this course.
- **Microsoft Word:** You will use Microsoft Word for your writing assignments (WA's), employment documents, and final writing exam. As a student of the Los Rios Community College District, you can get Microsoft Office 365 free. See the following link and use your Los Rios Gmail when checking eligibility. <http://products.office.com/en-us/student/office-in-education>
- **Internet:** You will use the Internet to research and gather information for WA's and employment documents.

**Student Commitment:** You should budget adequate time each week for reading the textbook and completing all tests, quizzes, and assignments. You will be responsible for keeping up to date with all readings and assignments. You should also be respectful of your fellow students at all times. If you are absent, you are responsible to contact a classmate for notes and the assignment from the missed class. If you wish to drop the class, you are responsible for following the proper procedure for dropping a course. Failure to drop may result in a "F" grade for the course.

**Professor Commitment:** As your professor, I will follow the course outline as detailed in this syllabus, and should any changes be required, I will send written notification before the due date. You can count on my availability during office hours, and you can expect prompt responses to your questions, comments, and requests. The best way to reach me is either during office hours or via email. I will grade and return your work in a timely manner.

**Academic Integrity:** Cheating is the unauthorized giving or receiving of information in examinations, quizzes, assignments, or other class exercises. If someone else takes online tests or quizzes in your name, this is also considered cheating.

***Honesty and integrity are very important in higher education. No credit will be given on any assignment or project on which a student cheats or plagiarizes. I will ask you to meet with me and may refer you to the Dean of Business and Computer Science for possible disciplinary action.***

Plagiarism is the use of direct quotations without identifying them as such, or the summarizing or paraphrasing of other quotations. If you do not specifically identify the source of ideas other than your own, you are plagiarizing. This standard pertains to what is written as well as what is spoken. To claim to have written something that is not entirely your own work is a violation of academic and personal integrity.

You are solely responsible for the preparation and presentation of your assignments. Each homework assignment, written activity, and exam should be your own work. When working collaboratively, it is acceptable to ask for criticism and help, but such input should be limited and acknowledged when appropriate. When writing a paper, it is recommended that you have someone proofread and critique your work, but it is not acceptable that he or she re-write whole sections in the process.

**COURSE SCHEDULE** (This is a tentative schedule that is subject change)

Reinforcement Exercises—available in [Canvas](#) and link to MindTap.

Quizzes/Tests—are available in [Canvas](#) and link to MindTap.

Writing Assignments (WA) and Discussions—Available in [Canvas](#).

Date	Chapters and Topics	Assignments	Date Due
Jan. 17, M	<i>Martin Luther King, Jr. holiday—College closed</i>		
Jan. 15-20	Chapter 1: Parts of Speech <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul>	Complete Online Orientation <i>Chapter 1 Reinforcement Exercises</i> Student Introduction <i>Discussion post in <a href="#">Canvas</a></i> (extra credit)	Jan. 20, Th
Jan. 21-25	Chapter 1 Quiz Chapter 1 Writing Assignment	<b>Chapter 1 Quiz</b> WA—Chapter 1 ( <i>Discussion post in <a href="#">Canvas</a></i> )	Jan. 25, T
Jan. 26-28	Chapter 2: Sentences <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 2 Quiz	<i>Chapter 2 Reinforcement Exercises</i>  <b>Chapter 2 Quiz</b>	Jan. 28, F
Jan. 28, F	<i>Last day to drop classes and qualify for a tuition refund</i>		
Jan. 30, Su	<i>Last day to enroll; last day to drop without a notation on record</i>		
Jan. 29- Feb. 1	Chapter 2 Writing Assignment Unit 1 Test	WA—Chapter 2 ( <i>Discussion post in <a href="#">Canvas</a></i> ) <b>Unit 1 Test</b>	Feb. 1, T
Feb. 2-4	Chapter 3: Nouns <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 3 Quiz	<i>Chapter 3 Reinforcement Exercises</i>  <b>Chapter 3 Quiz</b>	Feb. 4, F
Feb. 5-8	Business Documents <ul style="list-style-type: none"> <li>Memo</li> <li>Business Letters—Block &amp; Modified Block</li> <li>Mixed and Open Punctuation</li> </ul>	WA—Memo WA—Business Letter, Block WA—Business Letter, Modified Block	Feb. 8, T
Feb. 9-11	Business Documents <ul style="list-style-type: none"> <li>Personal Business Letters</li> </ul>	WA—Personal Business Letter, Block WA—Personal Business Letter, Mod. Block	Feb. 11, F
Feb. 12-15	Chapter 4: Pronouns <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 4 Quiz What I've Learned (Chs. 1-4) Discussion Post (extra credit)	<i>Chapter 4 Reinforcement Exercises</i>  <b>Chapter 4 Quiz</b> What I've Learned (Chs. 1-4)—Discussion Post and Peer Review in <a href="#">Canvas</a> (extra credit)	Feb. 15, T
Feb. 18, F	<i>Last day to petition for Pass/No Pass</i>		
Feb. 18, F	<i>President Lincoln's Birthday holiday—College closed</i>		
Feb. 21, M	<i>President Washington's Birthday holiday—College closed</i>		
Feb. 16-22	Chapter 3 & 4 Writing Assignment Unit 2 Test	WA—Chapters 3 & 4 <b>Unit 2 Test</b>	Feb. 22, T
Feb. 23-25	Chapter 5: Verbs <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 5 Quiz	<i>Chapter 5 Reinforcement Exercises</i>  <b>Chapter 5 Quiz</b>	Feb. 25, F
Feb. 26- March 1	Chapter 6: Subject-Verb Agreement <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 6 Quiz	<i>Chapter 6 Reinforcement Exercises</i>  <b>Chapter 6 Quiz</b>	March 1, T
March 4, F	<i>Last day to petition for Spring 2022 graduation</i>		
March 2-4	Chapters 5 & 6 Writing Assignment Unit 3 Test	WA—Chapters 5 & 6 <b>Unit 3 Test</b>	March 4, F

Date	Chapters and Topics	Assignments	Date Due
March 5-8	Chapter 7: Adjectives and Adverbs <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 7 Quiz	<i>Chapter 7 Reinforcement Exercises</i>  <b>Chapter 7 Quiz</b>	March 8, T
March 9-11	Chapter 8: Prepositions <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slide</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 8 Quiz	<i>Chapter 8 Reinforcement Exercises</i>  <b>Chapter 8 Quiz</b>	March 11, F
March 12-15	Chapters 7 & 8 Writing Assignment	WA—Chapters 7 & 8	March 15, T
March 16-18	Chapter 9: Conjunctions and Interjections <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 9 Quiz	<i>Chapter 9 Reinforcement Exercises</i>  <b>Chapter 9 Quiz</b>	March 18, F
March 19-22	Unit 4 Test What I've Learned (Chs. 5-9) Discussion Post (extra credit)	<b>Unit 4 Test</b> What I've Learned (Chs. 5-9)—Discussion Post and Peer Review in <a href="#">Canvas</a> (extra credit)	March 22, T
March 23-25	Chapter 10: Commas <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 10 Quiz	<i>Chapter 10 Reinforcement Exercises</i>  <b>Chapter 10 Quiz</b>	March 25, F
March 26-29	Chapters 9 & 10 Writing Assignment	WA—Chapters 9 & 10	March 29, T
March 30- April 1	Employment Articles Discussion Post	Employment Documents—Discussion Post and Peer Review in <a href="#">Canvas</a>	April 1, F
April 2-5	Chapter 11: Semicolons and Colons <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 11 Quiz	<i>Chapter 11 Reinforcement Exercises</i>  <b>Chapter 11 Quiz</b>	April 5, T
April 6-8	Chapter 12: Other Punctuation <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 12 Quiz	<i>Chapter 12 Reinforcement Exercises</i>  <b>Chapter 12 Quiz</b>	April 8, F
April 10-17	<i>Spring Recess—no classes</i>		
April 17, Su	<i>Last day to drop with "W" notation</i>		
April 9-19	Resume Writing Assignment	WA—Resume	April 19, T
April 20-22	Unit 5 Test	<b>Unit 5 Test</b>	April 22, F
April 23-26	Chapter 13: Capitalization <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 13 Quiz	<i>Chapter 13 Reinforcement Exercises</i>  <b>Chapter 13 Quiz</b>	April 26, T
April 27-29	Cover Letter Writing Assignment	WA—Cover Letter	April 29, F
April 30- May 3	Chapter 14: Numbers <ul style="list-style-type: none"> <li>Review Chapter and Lecture Slides</li> <li>Complete Reinforcement Exercises</li> </ul> Chapter 14 Quiz	<i>Chapter 14 Reinforcement Exercises</i>  <b>Chapter 14 Quiz</b>	May 3, T
May 4-6	Follow-up Letter Writing Assignment	WA—Follow-up Letter	May 6, F
May 7-10	Unit 6 Test Begin Final Exam	<b>Unit 6 Test</b>	May 10, T
May 11-17	Final Writing Exam	<b>Final Writing Exam</b> <b>No late work accepted</b>	<b>May 17, T</b>