

# Course Syllabus

## Dolores Peña

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## BGN 71 Business English

### Section 5820 Spring 2021



By enrolling in BGN 71, Business English, you will develop skills and knowledge to construct effective oral and written messages using established principles of English grammar.

## Course Description

This course covers the finite points of English grammar usage, preparing students for the professional demands of analyzing and writing correct sentences, using correct grammar, punctuation, spelling, and vocabulary in business writing, formal reports, and marketing materials. Includes the use of standard reference sources and proofreader's marks for editing business-related sentences, paragraphs, and documents.

[Official Course Description](#)

## Student Learning Outcomes

Upon completion of this course, students will be able to:

1. Recognize and use the correct part of speech when analyzing and writing correct sentences.
2. Use correct grammar, punctuation, spelling, and vocabulary, as expected in business writing, formal reports, and marketing materials.
3. Use standard reference sources and proofreader's marks for editing business-related sentences, paragraphs, and documents.

## Objectives:

Upon completion of this course, students will be able to:

1. Use the dictionary to locate various kinds of information and interpret information included with each entry.
2. Use a reference manual to quickly locate answers to specific questions when preparing business documents.
3. Use acceptable grammar including nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.
4. Punctuate sentences with commas, semicolons, colons, and other marks of punctuation correctly.
5. Capitalize words and letters appropriately.
6. Express numbers correctly.
7. Spell abbreviations and contractions properly.
8. Spell frequently misspelled words correctly.
9. Use and interpret proofreaders' marks; use proofreading skills to compare written material for errors.
10. Write grammatically correct sentences.
11. Use the Internet for research.

## Instructor Contact

Dolores Pena (call me Lora)

Email: [ [dpena@santarosa.edu](mailto:dpena@santarosa.edu) ]

Phone: 1.415.883.This in5776

Office Hours: Online Tuesdays 7:00 to 8:00

I check e-mails several times a day. You can always post questions at the discussion pages, the Q & A section or the anytime question. I check the boards several times a day, and you may get some good advice from fellow students.

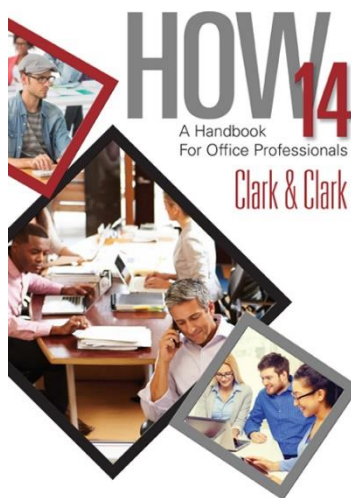
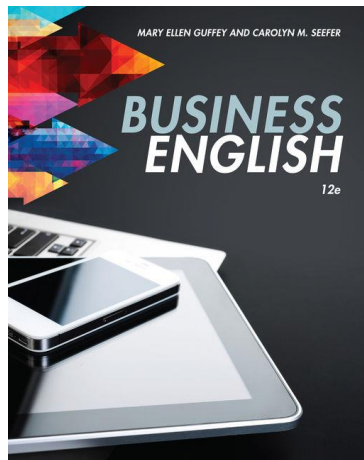
## Class Meetings

This class is taught entirely online. There are no face-to-face sessions.

## Course Web Site

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmates' work, sharing resources, and viewing grades.

## Textbook



**Business Comm for Business English (Loose Pgs) (HOW 14: A Handbook for Office Professionals & MindTap Business English, 1 term Printed Access Card**

The bundle listed above includes the **HOW 14 Handbook for Office Professionals**, James L. Clark & Lyn R. Clark, 14th edition.

The bundle also comes with MINDTAP, a link to Cengage materials and resources that go along with your textbook.

**ISBN Number for the bundle is: 9781337367158**

If you have purchased a text without an Access Card, you may purchase one directly from the textbook publisher's website: [Cengage](https://www.cengage.com)

NOTE: You need all three of these. It looks cheaper from the publisher's website, but they list each book/access separately. Best to buy from SRJC.

Guffey Business English text

HOW 14 Office Handbook

MindTap Access

You will need a dictionary less than five years old, but you could use an online version if you like.

- [Adobe Reader](#) (Links to an external site.)

## COURSE DATES

### Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

### Attendance

For face-to-face courses, students who fail to attend the first class meeting may be dropped by the instructor. For classes that meet online, students who fail to log on and initiate participation by 11:59 p.m. Pacific Time of the first day of the class may be dropped by the instructor.

### Instructor Announcements and Q&A Forum

Lora will post announcements on the “Instructor Announcements” page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences. [A “Q&A Forum” is also available as a pinned Discussion to ask for assistance of your classmates or of the instructor.]

### Late Policy

All assignments are due on Sunday nights at 11:59 p.m. No exceptions.

## Grading Policy

Assignments, communications on assigned topics quizzes, and tests are to be completed by the due dates listed on the Weekly Schedule. There are no make-up exams or extra credit in this course. Late work is not accepted.

This course is offered for a **GRADE ONLY**. It is not offered as a Pass/No Pass course. You will be able to access your points for quizzes and tests at any time by selecting the Gradebook button on the left navigation bar.

Several assignments, quizzes, and tests will be given throughout the semester. Each assignment, quiz, and test will be assigned a point value based on its length and importance.

<b>Activity</b>	<b>Percentage of course grade</b>
<b>Homework</b>	BE Homework will be submitted for Chapters 1-14 HOW/Guffey Worksheets
<b>Chapter Quizzes = 14</b>	Chapter quizzes for each chapter – 25 points each
<b>Unit Tests - 6</b>	Unit Tests 1, 2, 3, 4, 5, 6 Each Unit test is worth 50 points
<b>Writing Assignments</b>	Writing Assignments (Real World Editing and Writer's Workshop assignments) will be assigned periodically throughout the course.
<b>Most Confused and Misused Words- HOW Reference</b>	Ten quizzes from the HOW 14 Reference Manual, Section 7
<b>Final Exam</b>	Final exam will consist of 130 questions + Final writing assignment worth 20 points – Total 150 points

## Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College.

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work.

## Special Needs

Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact their instructor as soon as possible if they find that they cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).