Course Expectations Letter

Subject: Mgmt. 108 - Business Writing

E-Mail Contact Information:
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Catalog Course Description:
Advisory: ENGL 035 or ENLA 100 or appropriate assessment; READ 023 or appropriate assessment; MGMT 050

Transfers to: CSU

The course covers the principles of effective writing in business. Extensive experience is provided using the different forms of business writing-memorandums, letters, reports, and resumes. Cultural differences and their impact on communicating in business will be studied. This course is designed for students pursuing careers in business.

Student Learning Outcomes:
• Demonstrate proficiency and competency with the 3X3 writing process - pre-writing (analyzing, anticipating, and adapting), writing (researching, organizing, and composing), and revising (revising, proofreading, and evaluating)-by successfully identifying and using each component in the writing process.
• Demonstrate an understanding of the job search process, including the creation of a Cover Letter and Resume.
• Identify and demonstrate and understanding of the importance of professional behavior in the workplace.
• Identify and assess technological resources that are changing the ways in which businesses communicate with employees, investors, and customers.
• Demonstrate an understanding of when business documents are written from a “direct” or “indirect” perspective and the reasoning surrounding the different approaches.
• Demonstrate an understanding of the value that Business Communications skills represent in the job market in relation to income and the changing needs in today’s workplace.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is NOT a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: Please consult the Bookstore for information at (562) 463-7345 or go to Rio Hondo College Online Bookstore

Over the course of the semester there will be regular instructor student contact. Methods of regular instructor student contact include: Announcements, Discussion Forums, Assignment Feedback, Project Feedback, Exam Feedback and E-mail communication.
The instructor may drop you for non-participation.

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientation can be found at: http://www.riohondo.edu/canvas-orientation/

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the Disabled Students & Programs office at 562-908-3420 for more information.

Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.