

BUS 061, Business English  
 Fall 2013: Tuesday/Thursday 8:30 to 10:00 a.m.  
 Syllabus

<b>INSTRUCTOR:</b>	Alison Jill Brock, CPA (inactive), MSAcc. Office: 1713 Email: alison.brock@imperial.edu Phone: 760-355-6485
<b>COURSE OBJECTIVE:</b>	This course will provide comprehensive instruction in the correct use of English grammar with an emphasis on business number style skills; and provide an opportunity to apply correct usage and style and effective techniques for writing in today's work world. (Nontransferable. AA/AS degree only)
<b>STUDENT LEARNING OUTCOMES:</b>	<p>Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:</p> <ol style="list-style-type: none"> <li>1. Recognize and apply English grammar usage when analyzing and writing business-related sentences.</li> <li>2. Locate and identify the subject, predicate, and direct object in a sentence.</li> <li>3. Deliver an organized, well-informed chapter presentation using PowerPoint.</li> </ol>
<b>RECOMMENDED:</b>	Concurrent enrollment in BUS 063 and/or ENGL 009
<b>TEXT (Required):</b>	Jaderstrom, Business English at Work, 3e, ISBN: 9780073137872, McGraw-Hill
<b>GRADING SCALE:</b>	<p>A 90% -100%          B 80% - 89%          C 70% - 79%          D 60% - 69%          F 0% - 59%</p>
<b>GRADING:</b>	<p>Grades will be posted regularly on Blackboard. You may earn up to 960 points, as follows:</p> <p>180 Class exercises (10 points per chapter, 18 chapters)          180 Homework (10 points per chapter, 18 chapters)          540 Chapter exams (30 points per chapter, 18 chapters)          60 Comprehensive exam</p> <p>Therefore, to earn an A, you must earn at least (960 X 90%) 864 points. To earn a B, you must earn at least (960 X 80%) 768 points. And so forth....</p> <p>No points are awarded for attendance. However, many exercises and all exams are completed in class without makeups. If you are absent, you are unable to earn points. Also, I will not drop students for failing to attend.</p>

<b>CLASS EXERCISES:</b>	At the beginning of each chapter, you will take a pretest to determine skills you already have. After we discuss the chapter, you will complete reinforcement activities in class.
<b>HOMEWORK:</b>	Between class sessions, you will (1) complete exercises to reinforce what you learned and (2) read material that we will discuss during the next class session.
<b>EXAMS:</b>	The final exam has two components: a section on Chapters 15 through 18 and a section on material before Chapter 15. We will follow IVC's cheating policy.
<b>NEED FOR ASSISTANCE:</b>	If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the Disabled Student Programs & Services support staff and counselors.
<b>SCHEDULE:</b>	
Week 1	Chapter 1: Resources to Improve Vocabulary, Proofreading, and Spelling
Week 2	Chapter 2: Overview of Parts of Speech Chapter 3: Sentence Development
Week 3	Complete Chapter 3 Exam: Chapters 1, 2, 3
Week 4	Chapter 4: Noun Functions and Plurals Chapters 5: Compound and Possessive Nouns
Week 5	Chapter 6: Capitalization Exam: Chapters 4, 5, 6
Week 6	Chapters 7: Pronouns FLEXIBLE
Week 7	Chapter 8: Pronoun/Antecedent Agreement Exam: Chapters 7, 8
Week 8	Chapter 9: Verb Types and Parts
Week 9	Chapters 10: Verb Tense, Voice, and Mood – Verbals
Week 10	Chapter 11: Subject-Verb Agreement
Week 11	Exam: Chapters 9, 10, 11 Chapter 12: Adjectives
Week 12	Chapter 13: Adverbs Chapter 14: Prepositions
Week 13	Exam: Chapters 12, 13, 14 Chapter 15: Conjunctions
Week 14	Chapter 16: The Period and the Comma Chapter 17: Other Punctuation
Week 15	Chapter 18: Numbers Thanksgiving holiday
Week 16	Final exam; Congratulations, you did it! : )

**Tentative, subject to change without prior notice**