

# BUS 61 BUSINESS ENGLISH (3 Units)

Instructor: Vicki Vioria 760-791-1849

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Office: 1713

Course # 10637

Tuesdays and Thursdays 08:05 - 09:30 am

TERM HOURS: 54 Lecture

LETTER GRADE or PASS/NO PASS

## COURSE DESCRIPTION:

Recommended Preparation: Concurrent enrollment in BUS 060 and/or ENGL 009 or ENGL 099

This course will provide comprehensive instruction in the correct use of English grammar with an emphasis on business vocabulary, develop proficiency in punctuation, capitalization, and numbers 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)

## Institutional Student Learning Objectives:

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

## Student Learning Outcomes

1. Locate and identify the subject, predicate and direct object in a sentence.
2. Recognize and apply English grammar usage when analyzing and writing business-related sentences.
3. Deliver an organized, well-informed chapter presentation using PowerPoint.

## COURSE OBJECTIVES:

1. Recognize types of structure of sentences and how parts of speech function in sentences.
2. Identify nouns and pronouns and will demonstrate the ability to use them correctly, the ability to form possessives and plurals, and the ability to determine case and agreement of pronouns.
3. Identify the function of verbs and verbals and will demonstrate ability to use correct subject/verb agreement.
4. Demonstrate ability to use adjectives, adverbs, prepositions, and conjunctions correctly.
5. Demonstrate ability to use correct punctuation.
6. Demonstrate knowledge of capitalization and number usage.
7. Demonstrate ability to use effective techniques and correct grammar and usage to write and edit sentences.
8. Demonstrate the ability to spell and to use troublesome words correctly.

## TEXTBOOK:

Business English at Work 3rd Edition, Jaderstrom & Miller

## ASSIGNMENTS

Need Flash Drive to store work.

## GRADING:

Exams

50%

Assignments

50%

Grading Scale is as follows:

90 - 100% **A**

80 - 89% **B**

70 - 79% **C**

60 - 69% **D**

## ATTENDANCE/TARDY POLICY

Your presence in class is very important. Absences hurt your progress.

## OTHER POLICIES

Work only on assignments for BUS 61 during class time.

Eat or drink before you come to class to keep our computer equipment in good operating condition.

Be courteous to your fellow classmates. Keep the noise down.

All work submitted for grading must be your own. Cheating will result in a "F" for the assignment and/or an "F" for the course at the Instructor's discretion. (See IVC Catalog for policy.)

*Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible.  
Room 2117, Health Sciences Bldg, 760 355-6312.*

# BUS 061 BUSINESS ENGLISH Fall 2012 Timeline

Wk	Dates	CHAPTER	TOPIC
1	21-Aug 23-Aug	<b>Basic Concepts</b>  1	Orientation / Pretest Resources
2	28-Aug 30-Aug	2	Parts of Speech
3	4-Sep 6-Sep	3	Sentence Development
4	11-Sep 13-Sep	<b>Exam</b> <b>Reviewing Nouns</b> 4	<b>Chapters 1-3 Basic Concepts</b>  Noun Functions & Pronouns
5	18-Sep 20-Sep	5	Compound and Possessive Nouns
6	25-Sep 27-Sep	6	Capitalization
7	2-Oct 4-Oct	<b>Exam</b> <b>Reviewing Pronouns</b> 7	<b>Chapters 4-6 Nouns</b>  Pronouns
8	9-Oct 11-Oct	8	Pronoun / Antecedent Agreement
9	16-Oct 18-Oct	<b>Exam</b> <b>Reviewing Verbs</b> 9	<b>Chapters 7-8 Pronouns</b>  Verb Types and Parts
10	23-Oct 25-Oct	10	Verb Tense, Voice, and Mood
11	30-Oct 1-Nov	11	Subject Verb Agreement
12	6-Nov 8-Nov	<b>Exam</b> <b>Reviewing Modifiers</b> 12	<b>Chapters 9 -11 Verbs</b>  Adjectives
13	13-Nov 15-Nov	13	Adverbs
14	20-Nov 22-Nov	<b>Exam</b>	<b>Chapters 12-13</b> <b>NO CLASS: THANKSGIVIGN HOLIDAY</b>
15	27-Nov 29-Nov	<b>Reviewing Connectors</b> 14 15	Prepositions Conjunctions
16	4-Dec	<b>Exam</b>	<b>Chapters 14 -15 Connectors</b>