

### Basic Course Information

Semester:	<b>Winter 2016</b>	Instructor Name:	<b>Alison Jill Brock</b>
Course Title & #:	<b>BUS 061</b>	Email:	<b>alison.brock@imperial.edu</b>
CRN #:	<b>15068</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>801</b>	Office #:	<b>1713</b>
Class Dates:	<b>1/5-2/5</b>	Office Hours:	<b>By appointment</b>
Class Days:	<b>M-F</b>	Office Phone #:	<b>760-355-6485</b>
Class Times:	<b>8:20-10:30 a.m.</b>	Emergency Contact:	<b>Frances Arce-Gomez</b>
Units:	<b>3</b>		

### Course Description

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)

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Recognize and apply English grammar usage when analyzing and writing business-related sentences.
2. Locate and identify the subject, predicate, and direct object in a sentence.
3. Recognize and apply correct verb tense and subject/verb agreement.

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Recognize types of structures 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, tense, voice
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, paragraphs, memos, and e-mail messages, informational business letters, and short business reports
8. Demonstrate the ability to spell and to use troublesome words correctly.

### Textbooks & Other Resources or Links

Jaderstrom, Business English at Work, 3e, ISBN: 9780073137872, McGraw-Hill

A red pen is also required for every class session.

### Course Requirements and Instructional Methods

Each week we will cover new material using a combination of lecture and hands-on writing, editing, and speaking exercises. We will begin each session by reviewing any homework assignments. If you arrive late, you will not receive points for the homework that is due that day. At the end of each session, you will share their own writing based on the new material covered that day. If you are not present, you may not receive points for this assignment. You will take five computerized exams. All exams are comprehensive, no make-ups.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

Grades are posted regularly on Blackboard. You may earn up to 1,000 points, as follows:

Points possible	Assignment/Assessment	Details
210	Homework	15 points X 14 assignments
90	Daily sentences	5 points X 18 sentences
100	Editing exercises	20 points X 5 exercises
600	Comprehensive exams	120 points X 5 exams

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.

- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

### Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

<b>Anticipated Class Schedule/Calendar</b>		
<b>Week</b>	<b>New Material/Activity</b>	<b>Assignment</b>
Week 1 (T-F)	Introductions/Assign numbers Pretest Chapter 1: Resources to Improve Vocabulary, Spelling Number lesson: 1 Daily sentence	Read Chapter 1 Complete Chapter 1, Practice 1 and 2
	Review Ch. 1 homework Chapter 2: Overview of Parts of Speech Number lesson 1 and review Daily sentence	Read Chapter 2 Complete Chapter 2, Practice 1 and 2
	Review Ch. 2 homework Chapter 3: Sentence Development (through complements) Number lesson 2 Daily sentence	Read Chapter 3 Complete Chapter 3, Practice 1 and 2
	Chapter 3 Review Ch. 3 homework Number lesson 2 and review Daily sentence	Prepare for exam
Week 2 (M-F)	<b>Exam</b> Editing exercise: Email	Read Chapter 4
	Chapter 4: Noun Functions and Plurals Number lesson: 3 Daily sentence	Complete Chapter 4, Practice 1 and 2 Read Chapter 5
	Review Ch. 4 homework Chapter 5: Compound and Possessive Nouns Number lesson: 4 Daily sentence	Complete Chapter 5, Practice 1 and 2 Read Chapter 6
	Review Ch. 5 homework Chapter 6: Capitalization (student-led) Number lesson: Review Daily sentence	Complete Chapter 6, Practice 1 and 2 (In Class?) Prepare for exam
	Review Ch. 6 homework <b>Exam</b> Editing exercise: Paragraph	Read Chapter 7
Week 3 (T-F)	Chapter 7: Pronouns Number lesson: 5 Daily sentence	Complete Chapter 7, Practice 1 and 2 (Hint: Remember “this,” “that,” “these,” “those,” etc. are pronouns) Read Chapter 8
	Review Ch. 7 homework Chapter 8: Pronoun/Antecedent Agreement Number lesson: 6 Daily sentence	Complete Chapter 8, Practice 1 and 2 (Skip “Unclear Reference Pronouns.”)

<b>Anticipated Class Schedule/Calendar</b>		
<b>Week</b>	<b>New Material/Activity</b>	<b>Assignment</b>
	Chapter 8 Review Ch. 8 homework Number lesson: Review Daily sentence	Prepare for exam
	<b>Exam</b> Editing exercise: Letter	Read Chapter 9
Week 4 (M-F)	Chapter 9: Verb Types and Parts, Irregulars handout Number lesson: 7 Daily sentence	Complete Chapter 9, Practice 1 and 2 Read Chapter 10
	Review Ch. 9 homework Chapter 10: Verb Tense, Voice, and Mood – Verbals Number lesson: 8 Daily sentence	(Get caught up on reading, if needed)
	Chapter 10 Number lesson: 9 Daily sentence	Complete Chapter 10, Practice 1 and 2 Read Chapter 11
	Review Ch. 10 homework Chapter 11: Subject Verb Agreement Number lesson: 10 Daily sentence	Complete Chapter 11, Practice 1 and 2 (Get caught up on reading, if needed)
	Chapter 11 Review Ch. 11 homework Number lesson: Review Daily sentence	Prepare for exam
Week 5 (M-F)	<b>Exam</b> Editing exercise: Memo	Read Chapter 12
	Chapter 12: Adjective Daily sentence	Complete Chapter 12, Practice 1 and 2 Read Chapter 13
	Review Ch. 12 homework Chapter 13: Adverbs Daily sentence	Complete Chapter 13, <b>Practice 1 and 5</b> Read Chapter 14
	Review Ch. 13 homework Chapter 14: Prepositions Daily sentence	Complete Chapter 14, Practice 1 and 2 Prepare for exam
	Review Ch. 14 homework <b>Exam</b> Editing exercise/Posttest	Congratulations, you did it! ☺

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