



Basic Course Information

Semester:	Summer 2021	Instructor Name:	Vicki Vloria
Course Title & #:	BUS 061 Business English	Email:	Vicki.Vloria@imperial.edu
CRN #:	21465	Webpage (optional):	N/A
Classroom:	Online	Office #:	Online
Class Dates:	June 21 – July 29, 2021	Office Hours:	Online
Class Days:	Online	Office Phone #:	760-791-1849
Class Times:	Online	Emergency Contact:	
Units:	3	Class Format:	Online

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)

Course Prerequisite(s) and/or Corequisite(s)

None

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 correct English grammar when analyzing and writing business-related sentences.
2. 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 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, 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.



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Textbooks & Other Resources or Links

MindTap 1 Semester. Guffey/Seefer's Business English, 13th Edition (Access Card only) ISBN-13: 978-1-333-791082-8 Printed version of textbook not required as Access code includes a digital copy of the textbook.

Course Requirements and Instructional Methods

A combination of lecture, hands-on writing, editing, and speaking exercises will be used to cover the material. All other assignments will be completed with the assistance of Mind Tap. Access to a computer will be necessary.

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

Grading Criteria

- A combination of lecture, hands-on writing, editing, and speaking exercises will be used to cover the material. All other assignments will be completed with the assistance of Mind Tap. Access to a computer will be necessary.
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Assessments	Points	% Total Grade
Weekly Exams	6 x 250 = 1,500	42%
MindTap Exercises	1,500	42%
Discussions	6 x 100 = 600	17%
Total Points	3,600	100%

Grading Scale

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = Below 60%

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Date or Week	Topic	Chapters	Pages	Assignments	Due Dates
Week 1 June 21 - 27	Syllabus & Introduction Unit 1: Laying a Foundation	1. Parts of Speech 2. Sentences	1-13 25-36	Discussion Exercises Exam	Wed., June 23 Sun., June 27 Sun., June 27
Week 2 June 28 – July 4	Unit 2: Knowing the Names	3. Nouns 4. Pronouns	56-71 89-107	Discussion Exercises Exam	Wed., June 30 Sun., July 4 Sun., July 4
Week 3 July 5 - 11	Unit 3: Showing the Action	5. Verbs 6. Subject-Verb Agreement	138-157 176-188	Discussion Exercises Exam	Wed., July 7 Sun., July 11 Sun., July 11
Week 4 July 12-18	Unit 4: Modifying and Connecting Words	7. Adjectives and Adverbs 8. Prepositions 9. Conjunctions and Interjections	216-230 246-258 273-286	Discussion Exercises Exam	Wed., July 14 Sun., July 18 Sun., July 18
Week 5 July 19-25	Unit 5: Punctuating Sentences	10. Commas 11. Semicolons and Colons 12. Other Punctuation	320-334 351-361 375-392	Discussion Exercises Exam	Wed., July 21 Sun., July 25 Sun., July 25
Week 6 July 26-29	Unit 6: Writing with Style	13. Capitalization 14. Numbers	421-438 452-467	Discussion Exercises Exam	Wed., July 28 Thurs., July 29 Thurs., July 29

*****Subject to change without prior notice*****