



Basic Course Information

Semester:	Fall 2025	Instructor Name:	Guillermo Salgado
Course Title & #:	BUS 059 - Practical English for the Workplace	Email:	Guillermo.salgado@imperial.edu
CRN #:	10076	Office #:	809
Classroom:	803	Office Hours:	9:30 – 10:30 a.m. M &W
Class Dates:	August 11 – December 6	Office Phone #:	760-554-9081
Class Days:	Monday & Wednesday	Emergency Contact:	760-554-9081
Class Times:	8:00 – 9:25 a.m.	Class Format/Modality:	Face to Face – In Seat
Units:	3		

Course Description

Multi-level, multi-content (such as employability skills, workplace survival skills, and workplace social skills) instruction in English as a Second Language for students wanting to have careers in vocational areas such as Office Technologies, Early Childhood Education and Automotive Technologies. The course emphasizes the vocabulary and grammar of English within the content of the workplace. <https://imperial.curricunet.com/Search>

Student Learning Outcomes

- Develop sentences by applying proper grammar and punctuation rules.
- Brainstorm and categorize items in order to develop paragraphs.
- Analyze practical articles and summarize in own words.

Course Objectives

- Communicate personal information orally and in writing.
- Assess career goals; identify and discuss career opportunities.
- Know sources of information for employment opportunities
- Demonstrate strategies for inquiring about a job.
- Respond to directions given orally and in writing to perform tasks at the workplace.
- Perform common job tasks requiring oral/written communication skills.
- Demonstrate understanding of the employee's role in the workplace.
- Demonstrate knowledge or procedures for evaluation, acting on constructive criticism, mobility, promotions, and termination.
- Communication in work related situations, with appropriate language and attitudes.
- Develop work-related knowledge and skills using educational materials on technical information.

Textbooks & Other Resources or Links

Camp, S., Satterwhite, M., College English and Business Communication, 11 ed., McGraw Hill, ISBN: 978-1-260-14127-6, (with access code)



Course Requirements and Instructional Methods

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

Assignment/Projects 30%

Presentations 20%

Tests/Quizzes 30%

Final 20%

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

Attendance

A student who fails to attend the first meeting of 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. Student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. Three consecutive absences without excuse is excessive and may result in Instructor dropping Student. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at finaid@imperial.edu.



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

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Syllabus & Introduction	
Week 2	PBS Video – Separated Children at the Border Summary. Chapter 1 Communicating in Everyday Life	Page 4
Week 3	Chapter 2 Interpreting Communication Chapter 3 Communicating Globally PBS Video – Trafficked in America Summary	Page 28 Page 60
Week 4	Test Ch. 1, 2, 3 Chapter 4 Exploring Language Elements	Page 84
Week 5	Chapter 5 Mastering Nouns and Pronouns	Page 132
Week 6	Chapter 6 Expanding Language Skills PBS Podcast- Child Marriage in America Summary	Page 162
Week 7	Test Ch. 4, 5, 6 Chapter 7 Applying the Mechanics of Style	Page 200
Week 8	Chapter 8 Sharpening Writing Skills PBS Podcast - A Life Sentence – Summary	Page 272
Week 9	Test Ch. 7, 8 Chapter 9 Writing E-Mails, Memos, and Letters	Page 334
Week 10	Chapter 10 Writing Specific Communications PBS Video – Poor Kids – Summary	Page 382
Week 11	Chapter 11 Preparing and Writing Reports	Page 424
Week 12	Test Ch. 9, 10, 11 Chapter 12 Working with Technology	Page 470
Week 13	Chapter 13 Communicating with Customers PBS Video – Dollars and Dentists – Summary	Page 500
Week 14	Chapter 14 Developing Presentation Skills	Page 522
Week 15	Test Ch. 12, 13, 14 Chapter 15 Searching for Jobs and Writing Resume Chapter 16 Interviewing and Employment Issues	Page 566 Page 602
Week 16	Holiday – Thanksgiving Week	None
Week 16	Mock Interviews Final Exam Ch. 15, 16	