

SADDLEBACK COLLEGE, BUSINESS SCIENCE DIVISION

BUS 103 - BUSINESS ENGLISH

Semester: Spring 2009

Ticket Number 22195

COURSE SYLLABUS

1/12/2009 - 5/21/2009

Time & Day: 12:30 – 3:30 p.m. Wednesdays

Location: BGS 200

Instructor: Barbara. Cox

E-mail: bcox@saddleback.edu

Office Hours: W: 3:30 – 4:30 pm. Th: 2 – 5pm.. Also, by appointment Room: BGS 210

First Week of Class Begins: Monday, 1/12/2009

First Class Meeting on: Wednesday, Wednesday, 1/14/2009

Add without Instructor Permission by: Tuesday, 1/13/2009

Drop with Refund by: Friday, Friday, 1/23/2009

Elect CR/NC by: Thursday, 2/19/2009

Drop without 'W' Grade by: Friday, Thursday, 2/19/2009

Drop with 'W' Grade by: Thursday, 4/9/2009

Last Week of Class Ends: Thursday, 5/21/2009

COURSE DESCRIPTION

Studies the basics of English grammar and sentence structure through short exercises with business themes. Focuses on correcting the most common errors of grammar, punctuation, and usage. Includes review of the parts of speech, spelling and vocabulary, and proofreading. **Lays the foundation for clear business writing.**

COURSE OBJECTIVES

1. Identify an English sentence as “correct or “incorrect” and revise an “incorrect” sentence to avoid any errors.
2. Proofread a paragraph and correct word errors (for example, errors in spelling, punctuation, homonyms, noun plurals, and noun possessives).
3. Proofread a paragraph and correct punctuation errors (for example, errors in using commas, periods, semicolons, colons, parentheses, and dashes).
4. Proofread a paragraph and correct fragments, run-on sentences, and comma splices.
5. Label words in sentences by each word’s part of speech.
6. Use a dictionary to find basic word information.

STUDENT RESOURCES

Required Text: *Business English*, Ninth Edition, Mary Ellen Guffey.

Optional: *HOW 10: A Handbook for Office Professionals*, by Clark and Clark. Cengage, 2004 (ISBN: 0-324-17882-4). [Best business writers’ reference manual available.]

Optional: *Merriam-Webster’s Collegiate Dictionary, 11th Edition*. Merriam-Webster, Incorporated, 2003 (ISBN: 0-87779-809-5). “America’s Best-Selling Dictionary.” Often available at Costco or online. You NEED a good dictionary!

Optional: *Vocabulary Basics for Business*. Barbara Cox. Prentice Hall. A plain language way to improve your understanding and use of business language.

Blackboard:

We will use Blackboard for announcements and some practice testing. More importantly, we will use it for additional tutorials and review. Access Blackboard at (<http://soccdd.blackboard.com>). (1) enter the first part of your SADDLEBACK email address for example, “astudent24” and (2) enter your password (your Saddleback PIN; default is last 4 SS digits + 00). Contact snelson@saddleback.edu if you have problems accessing Blackboard.

TESTING AND GRADING

Student performance determines their final grade! Their mastery of the language principles covered in this class will be measured by the following:

Homework 20%

Class Participation 15%

Quizzes 20%

Midterm 20%

Final Exam 25%

TOTAL 100%

A few comments on the testing and grading criteria:

1. **Homework:** "Homework" refers to the text's Reinforcement Exercises (REs) at the end of each chapter and its Unit Reviews at the end of each unit. It also refers to any assignments posted on Blackboard! To prepare for class, students must (a) read the chapters listed in the Semester Schedule *and* (b) complete all the assignments.

Because practice leads to mastery, homework assignments are critical to success. Read the text *actively* and *work at* homework assignments. **Points will be deducted for homework assignments that are late, incomplete, or unreadable.**

Based on diagnostic tests or homework, the instructor may require individual students to complete additional practice exercises. Additional exercises, when assigned, are expected to be submitted on time. Such assignments are required and will count toward that student's grade!

2. **Quizzes:** Quizzes reinforce learning and contribute to mastery. *No makeup quizzes will be given.*

3. **Class Participation:** Students are expected to prepare for and participate in class discussion. Remember: "Class participation" contributes to the final grade!

4. **Midterm:** Make-ups will be permitted only under very special circumstances.

5. **Final Exam:** No makeup Final Exam will be given.

POLICIES AND PROCEDURES

School Policies: Students are responsible for knowing and adhering to all Saddleback College rules and regulations.

Examples: (1) **No food and beverages.** (2) **Cell phones "off" and stored.** **Academic dishonesty is forbidden. The consequences of any instance of academic dishonesty are delineated in both the Saddleback College Catalog and the Saddleback College Student Handbook, all of which apply directly to this course.**

Punctuality and Attendance: Over the course of the semester, this class meets for approximately 50 hours—adequate but not overgenerous, given the scope of coverage. Therefore, the instructor and the students are expected to *arrive on time and remain until class ends.* (By the way, **consistent lateness is a form of communication!**)

Preparation: Each student is responsible for (1) completing all reading and homework assignments **before** class; (2) submitting assignments on time; (3) participating in and contributing to class discussions; (4) discovering any syllabus or assignment changes announced while he or she was absent; and (5) bringing any Blackboard handouts to class.

Special Accommodations: If you have specific disabilities and require accommodations, please inform instructor **early in the semester**, so that your learning needs may be appropriately met. Submit documentation of your disability to the Special Services Office in the Student Services Center (Room 113).

Note: The syllabus above and the semester schedule provided here are subject to change. Any changes will be announced in class and posted on Blackboard; students are responsible for discovering any changes announced during an absence.

SEMESTER SCHEDULE (Note: Schedule is subject to change.)

<i>Week</i>	<i>Topic</i>	<i>Assignment DUE</i>
1	Introduction Student Survey Grammar Overview Chapter 2: Parts of Speech	(None, of course.) NOTE: These assignments are the BASIC ones. Additional assignments may be announced in class.
2	Chapter 3: Sentences: Elements, Patterns, Types	Complete the course Pretest on pages xv and xvi. Bring it to class. Take the chapter pre-test on page 6. THEN read the chapter. Complete the REs on pages 23 – 27. Bring your homework!
3	Chapter 4: Nouns Chapter 5: Possessive Nouns	Take the Ch. 3 pre-test on page 28. THEN read the chapter. Complete the REs on pages 37 – 42. ALSO complete the UNIT REVIEW, pages 43 – 46. You may skip items 1-10. Bring your homework! FOLLOW THIS PATTERN FOR THE REMAINING WEEKS AND CHAPTERS!
4	QUIZ: Chapters 2-5 Chapter 6: Personal Pronouns Chapter 7: Pronouns and Antecedents	Bring your Chapter 4 and Chapter 5 Homework.
5	Chapter 8: Verbs: Kinds, Voices, Moods, Verbals	Bring your Chapter 6 and Chapter 7 Homework.
6	Chapter 9: Verb Tenses and Parts	Bring your Chapter 8 Homework.
7	QUIZ: Chapters 6 – 9 Chapter 10: Verb and Subject Agreement	Bring your Chapter 9 Homework.
8	MIDTERM EXAM Covers Chapters 1 through 10. Chapter 11: Modifiers: Adjectives and Adverbs	Bring your Chapter 10 Homework. The Midterm will take one hour.
10	Chapter 12: Prepositions	Bring your Chapter 11 Homework.
11	Chapter 13: Conjunctions	Bring your Chapter 12 Homework.
12	QUIZ: Chapters 11- 13 Chapter 14: Commas	Bring your Chapter 13 Homework.
13	Chapter 15: Semicolons and Colons	Bring your Chapter 14 Homework.
14	QUIZ: Chapters 14 and 15. Chapter 16: Other Punctuation	Bring your Chapter 15 Homework.
15	Chapter 17: Capitalization and Chapter 18: Numbers	Bring your Chapter 16 Homework.
16	Review and Practice	Bring your Chapter 17 and Chapter 18 Homework.
17	FINAL EXAM	