



COURSE OUTLINE

BUSC 100

BUSINESS ENGLISH

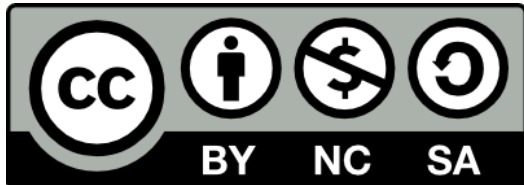
**71 HOURS
3 CREDITS**

PREPARED BY: Christina Thomas, Instructor
APPROVED BY: Stephen Mooney, A/Dean

DATE: August 2, 2019
DATE: August 20, 2019

APPROVED BY ACADEMIC COUNCIL:

RENEWED BY ACADEMIC COUNCIL:



This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/4.0/>.

BUSINESS ENGLISH

INSTRUCTOR: Christina Thomas	OFFICE HOURS: Mondays. 1-3 pm
OFFICE LOCATION: A2410	CLASSROOM: A2406
E-MAIL: cthomas@yukoncollege.yk.ca	TIME: Tuesdays and Thursdays
TELEPHONE: 668-8755	DATES: Sept. 5 - December 5, 2019

COURSE DESCRIPTION

This 71-hour credit course concentrates on basic business English. Course content includes an intensive review of grammar, punctuation, spelling, writing, proofreading, and editing skills.

PREREQUISITES

None

RELATED COURSE REQUIREMENTS

None

EQUIVALENCY OR TRANSFERABILITY

(Office Admin.) BUSC 100 & BUSC 200 transfers to (Business Admin.) COMM 100

LEARNING OUTCOMES

Upon completion of the course, students should be able to:

- Correctly use English grammar (write grammatically correct sentences).
- Understand and apply the basic principles of grammar, punctuation, capitalization, and number style skills.
- Demonstrate realistic application of current usage and style in the work world.
- Apply proofreading, spelling, vocabulary development, and business writing skills.
- Effectively access and interpret information using various reference sources.

COURSE FORMAT

The course content is presented in lecture format. Students will work through Chapters 1-20 in *Canadian Business English (Seventh Canadian Edition)*. Each chapter in the textbook contains a *pre-test, a three-level topic presentation, and reinforcement exercises for each of the three levels*. Information is arranged in short, step-by-step sections. The reinforcement exercises pose questions that summarize what you have just learned in each level of the chapter. These levels progress from fundamental, frequently used concepts in Level I to more complex concepts in Level III. This formula approach—doing the pre-test, reading the material, attending lectures, completing the reinforcement exercises, and writing term tests—has been proven effective through research.

Because spelling is an integral part of this course, spelling will be an important part of the Term Tests.

There are 41 hours of scheduled class time, with the remaining 30 hours allocated to a self-directed study period determined by the student.

ASSESSMENTS:

Attendance & Participation

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class(es) will put a student at a serious disadvantage. Many very specific skills must be mastered, and a great deal of specific information must be understood.

If you do miss a class(es), please let the instructor know in advance, if possible, and the instructor can then tell you how to make up for the missed class(es). Upon returning to class after any absence, students are responsible for checking with the instructor to pick up handouts and assignments.

Assignments

All assignments must be handed in at the **beginning** of the class on the day requested unless previous arrangements have been made **in writing** with the instructor. If you know ahead of time that you will require an extension, it is your responsibility to provide a written explanation.

Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

Tests

There are four term tests in this course. The course ends with a 3-hour final exam. Reference materials (but not the textbook) may be used during the exam.

In the rare instance that you might miss a term test, it is your responsibility to bring a doctor's note or a written explanation and to see the instructor as soon as you return to class in order to arrange an alternate test time. The test must be written within five (5) days of your return. If no valid reason is given for missing a test, your mark for the test will be "0."

If you are unable to write the final exam because of a personal illness, you must provide a doctor's note to be allowed to write at a different time. The exam must be written within a week of your return.

EVALUATION:

Assignments, Unit Quizzes, Check-ups, & Writings	30%
4 Term Tests	40%
Final Exam	30%
Total	100%

Grades on Transcript

For transcript purposes, percentage marks are converted into letter grades according to the following system:

A = 90-100

B = 80-89

C = 70-79

D = 60-69 Does not meet the standard as a prerequisite for BUSC 200

F = under 60 Fail

REQUIRED TEXTBOOKS AND MATERIALS

1. The **textbook**: Guffey, Seefer, Burke and Witlox, *Canadian Business English (Seventh Canadian Edition)*, ITP Nelson, Scarborough, ON, 2017
2. The **reference manual**: *The Gregg Reference Manual (Ninth Canadian Edition)*, McGraw-Hill Ryerson, Toronto, ON, 2016
3. **College-level dictionary**: *Gage Canadian Dictionary*, Gage Publishing Limited, Toronto, ON, 2016

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
BUSC 100
Credit Course
Fall, 2019

standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact **the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca**.

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
BUSC 100
Credit Course
Fall, 2019

TOPIC OUTLINE – subject to change

Class	2018	Chapter	Chapter Topic	Homework	Due Dates for Homework
1	Thursday, September 5		Orientation Course Outline Language skills diagnostic Test	Read Reference Skills Chapter (online) Read Chapter 1 Spelling List 1	
2	Tuesday, September 10	Reference Skills	Reference Skills	Reinforcement Exercises – Reference Skills hand-out Reference Skills Assignment Reinforcement Exercises – Chapter 1 Spelling List 2	
3	Thursday, September 12	1	Parts of Speech Spelling–List 1 & 2	Reinforcement Exercises – Chapter 1 Assignment 1 Spelling List 3 Unit Quiz #1 (Chapters 1–2)	Reference Skills Assignment
4	Tuesday, September 17	2	Sentences: Elements, Patterns and Faults The Writing Process Spelling – List 3	Reinforcement Exercises – Chapter 2 Assignment 2 Unit Quiz #1 (Chapters 1–2) Writing Process Assignment Spelling List 4	Assignment 1
5	Thursday, September 19	3	Nouns Spelling–List 4	Reinforcement Exercises – Chapter 3 Assignment 3 Spelling List 5	Assignment 2 Unit Quiz #1

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
BUSC 100
Credit Course
Fall, 2019

Class	2018	Chapter	Chapter Topic	Homework	Due Dates for Homework
6	Tuesday, September 24	4	Possessive Nouns Spelling–List 5	Reinforcement Exercises – Chapter 4 Assignment 4 Spelling List 6	Assignment 3
7	Thursday, September 26	5	Personal Pronouns Spelling–List 6 Descriptive Paragraph	Reinforcement Exercises – Chapter 5 Assignment 5 Spelling List 7	Assignment 4
8	Tuesday, October 1	6	Pronouns and Antecedents Spelling Activity–List 7	Reinforcement Exercises – Chapter 6 Assignment 6 Spelling List 8 Review Unit Quiz #2	Assignment 5 Writing Process Assignment
9	Thursday, October 3	7	Verbs: Kinds, Voices, Moods Spelling - List 8 Narrative Paragraph	Reinforcement Exercises – Chapter 7 Assignment 7 Spelling List 9 Descriptive Paragraph Assignment	Assignment 6 Unit Quiz #2
10	Tuesday, October 8	TEST	TERM TEST #1 (Ref. Chapter and Chapters 1–6)		
11	Thursday, October 10	8	Verb Tenses & Parts Spelling - List 9	Reinforcement Exercises – Chapter 8 Assignment 8 Spelling List 10 Narrative Paragraph Assignment	Assignment 7

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
BUSC 100
Credit Course
Fall, 2019

Class	2018	Chapter	Chapter Topic	Homework	Due Dates for Homework
12	Tuesday, October 15		NO SCHEDULED CLASS		
13	Thursday, October 17	9	Subject-Verb Agreement Spelling - List 10	Reinforcement Exercises – Chapter 9 Assignment 9 Spelling List 11	Assignment 8 Descriptive Paragraph Assignment
14	Tuesday, October 22	10 REVIEW	Verbals Spelling - List 11 Review for Term Test #2	Reinforcement Exercises – Chapter 10 Hand In Assignment 10 Unit Quiz #3 Spelling List 12	Assignment 9
15	Thursday, October 24	11	Modifiers: Adjectives and Adverbs Spelling - List 12	Reinforcement Exercises – Chapter 11 Assignment 11 Spelling List 13	Assignment 10 Unit Quiz #3
16	Tuesday, October 29	12	Prepositions Spelling - List 13	Reinforcement Exercises – Chapter 12 Assignment 12 Spelling List 14	Assignment 11
	Thursday, October 31	TEST	TERM TEST #2 (Chapters 7–10)		

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
BUSC 100
Credit Course
Fall, 2019

Class	2018	Chapter	Chapter Topic	Homework	Due Dates for Homework
17	Tuesday, November 5		NO SCHEDULED CLASS		
18	Thursday, November 7	13 & 14	Conjunctions Spelling - List 14	Reinforcement Exercises – Chapter 13 & 14 Assignment 13 & 14 Spelling List 15	Assignment 12 Narrative Paragraph Assignment
19	Tuesday, November 12		Argumentation Paragraph Spelling List 15	Argumentation Paragraph Assignment Spelling List 16	Assignment 13
20	Thursday, November 14	15	Commas Spelling - List 16	Reinforcement Exercises – Chapter 15 Assignment 15 Spelling List 17 Unit Quiz #4	Assignment 14 Unit Quiz #4
21	Tuesday, November 19	TEST	TERM TEST #3 (Chapters 11-14)		
22	Thursday, November 21	16 & 17	Semicolons and Colons Other Punctuation Spelling - List 18	Reinforcement Exercises – Chapters 16 & 17 Assignment 16 Assignment 17 Spelling List 19 & 20	Assignment 15

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
BUSC 100
Credit Course
Fall, 2019

Class	2018	Chapter	Chapter Topic	Homework	Due Dates for Homework
23	Tuesday, November 26		Editing Your Writing Spelling - List 17	Editing Assignment Spelling List 18 Unit Quiz #5	Argumentation Paragraph Assignment
24	Thursday, November 28	18 & 19	Capitalization/Numbers Spelling - List 19 & 20 Review for Term Test #4	Spelling List 18 Reinforcement Exercises – Chapters 18 & 19 Assignment 18, 19 Spelling List 19 Review for Term Test #4	Assignments 16 & 17
25	Tuesday, December 3	TEST	TERM TEST #4 (Chapters 15-20)		Assignments 18 & 19 Editing Assignment
26	Thursday, December 5	20 Review	Review of Course	Review Chapters 1–20	Unit Quiz #5
		FINAL EXAM			