



**COURSE OUTLINE**

**BUSC 100**

**BUSINESS ENGLISH**

**71 HOURS  
3 CREDITS**

PREPARED BY: Meg Walker, Instructor

DATE: August 29, 2018

APPROVED BY: Rodney Hulstein, Acting Dean

DATE: September 4, 2018

APPROVED BY ACADEMIC COUNCIL:

RENEWED BY ACADEMIC COUNCIL:



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The Course Outline Template is approved by the Academic Council on June 20, 2018

## Business Communications 100

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<b>DATES:</b>	Sept 5 - Dec 8, 2018
<b>INSTRUCTOR:</b>	Meg Walker
<b>CLASSROOM &amp; CLASS TIMES:</b>	Synchronous lectures each Tues & Thurs, 10:30 - noon
<b>TUTORIALS:</b>	online, Wednesdays 1-2 pm
<b>OFFICE HOURS:</b>	Online or via phone, by appointment
<b>E-MAIL:</b>	<a href="mailto:mwalker@yukoncollege.yk.ca">mwalker@yukoncollege.yk.ca</a>
<b>PHONE:</b>	867-993-8800

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### 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

None

## 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 both synchronous lecture format and through asynchronous activities. These will be accessed through our course website at [www.moodle.yukoncollege.yk.ca](http://www.moodle.yukoncollege.yk.ca).

Students will work through Chapters 1-20 in Canadian Business English (Seventh Canadian Edition). Separate writing work is also discussed and assigned. Coursework must be completed on a set schedule.

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 in the textbook 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 structured approach to learning—doing the pre-test, reading the material, attending lectures, completing the reinforcement exercises, and writing term tests—has been proven effective through research. Spelling is key to business writing, and is an important part of the Term Tests.

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

Email and frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon College email addresses and our [yukoncollege.me](http://yukoncollege.me) course website. The use of our [yukoncollege.me](http://yukoncollege.me) course website is mandatory.

## ASSESSMENTS

### Participation

Regular student attendance and participation are essential. The material covered in the synchronous lectures will be cumulative and missing one or more lecture 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.

### Assignments

Assignment deadlines are clearly indicated in each week's module and in the Assignment Section of our course website.

**Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. The Moodle system will not accept any assignment 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 and five Unit Quizzes in this course. The course ends with a 3-hour final exam. Reference materials (but not the textbook) may be used during the exam.

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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.

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**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 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](http://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](mailto:lac@yukoncollege.yk.ca).