



**Business 058—0469: Business English**  
**Fall 2013, TTh 9:30—10:50 LIB-214**

**Instructor:** Tawny Beal, Ed.D

**Email:** tbeal@losmedanos.edu

**Office:** Science Building 227

**Phone:** 925-439-2181 x3161

**Student Hours:** M 11:30-12:20, T TH 3:30-5:00, W 2:00-3:00

**Welcome to Business Communications– Career Advancement Academy**

This course is part of a cohort program that promotes success through linked courses and student support. Once you complete this program successfully, with all of the required courses, you will be eligible for the **Business Skills Certificate**.

**Course Description:**

This course emphasizes grammar, spelling, and vocabulary as applied to business communication. It prepares students to write and communicate effectively by developing written skills in sentence and paragraph structures and by analyzing business email, memos, letters, and other types of routine business correspondence. This course may not be repeated.

This course satisfies business department certificate requirements, and is CSU transferable.

**Course Content:** This course covers critical communication skills, including:

- Reference skills
- Spelling skills
- Writing skills
- Sentence elements, patterns, and types
- The parts of speech; nouns, pronouns, verbs, prepositions, conjunctions
- Punctuation; semicolons, commas, capitalization, number expressions
- Proofreading and composing business documents

**Required Textbook:**

*Business English, Ninth Edition; Guffey; Cengage/South Western, 2008*

**Recommended:**

Current, college level dictionary is highly recommended. Pocket and/or electronic dictionaries are also acceptable.

**Materials:**

- One 3-ring binder for hard copy storage, homework, tests, academic calendar
- Personal calendar
- Computer access for email, word processing

**Computer Labs:**

- The college has several computer labs on campus for student use. These include the Business/Computer lab on the second floor of the College Complex, as well as the library. Please visit [www.losmedanos.edu/](http://www.losmedanos.edu/) for location and hours of operation.

### **Student Learning Outcomes**

At the end of this course, you will be prepared to:

- Compose a variety of sentences employing business English grammar, punctuation, and spelling rules
- Identify and correct grammar, punctuation, and spelling errors in ordinary business correspondence such as, letters, email, and memorandums
- Spell and define common business terms
- Take a pre-employment English exam.

### **Important Dates:**

**Semester begins**

August 16

**Last day to add**

August 29

**Last day to drop without a W**

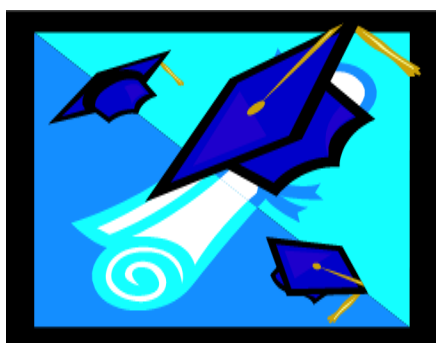
September 6

**Last day to drop**

November 22

**Final Exam**

December 12, 10:00-12:00



### **Resources for Success**

- **Center for Academic Support (CAS):** The CAS provides free services to students in reading, writing, and content. You are highly encouraged to take advantage of this service. Visit the Center on the third floor of the College Complex, call 925-429-2181 x3176, or visit [www.losmedanos.edu/core](http://www.losmedanos.edu/core)
- **Student Hours:** I look forward to guiding you in your academic success. I have dedicated office hours each week to provide you with individualized or group help. Please do not hesitate to contact me regarding course content, concerns or personal challenges.
- **Counseling:** Students can make counseling appointments for developing and reviewing educational plans, career and personal counseling, and for information that requires accessing your student records. Students should meet with a counselor at least once a semester. You can make an appointment online at [www.losmedanos.edu/counseling](http://www.losmedanos.edu/counseling) or by phone at 925-439-2181 x3334.
- **Accommodations:** Students with documented learning and/or physical needs may receive reasonable classroom and/or testing accommodation. If you feel you have a need, please contact the Disable Student Services and Programs (DSPS) at (925) 439-2181, x3133, or [www.losmedanos.edu/dsps/default.asp](http://www.losmedanos.edu/dsps/default.asp). Students can make arrangements with me at the beginning of the semester or as soon as possible after documentation has been received. Last minute requests may not be determined “reasonable”.



## **Student Expectations**

You are part of a dynamic learning environment. These guidelines have been created to promote an environment where every student can learn and succeed.

**Attendance:** Class attendance AND participation are an integral part of this course. You will learn and grow from working with your colleagues through dialogue and exercises that only occur in class. Students are therefore expected to attend all classes and stay the entire period. If there is an emergency, please let me know as soon as possible before class. Excessive absences, tardiness, or leaving early will impact your success.

### **Submission of Work:**

Students must submit all work on time. This is expected in the workplace, and this classroom will model that. However, emergencies do occur. If you must be absent for any reason, notify me immediately. It is your responsibility to obtain missed lecture notes or class handouts. No extra credit will be assigned to make up for missing class activities. You are encouraged to find a classroom buddy to collaborate with on your learning and studying, and on obtaining any missed information.

### **Electronic Devices:**

Electronic devices can be interrupting for students and the instructor. All devices must be kept in silence mode or off, and completely put away during class. No IM, texting, making or taking calls, checking email, surfing the web, etc. unless at break. If there is an emergency, you must notify me before class, keep the phone on vibrate, and leave class if need to take an emergency call.

### **Student Code of Conduct/Respect:**

As part of any environment, whether it is school or the workplace, participants are expected to act in a professional and respectful manner. Please do not disrupt the learning of others through side conversations, rude behavior, texting/emailing. In addition, familiarize yourself with the LMC Student Code of Conduct:

<http://www.losmedanos.edu/studentcodeofconduct/>

### **Plagiarism:**

Plagiarism is as simple as using another person's words as your own. This may include copying, buying papers, downloading from the internet, or simply failing to cite your sources. Any work that is found to be plagiarized will receive a zero for that assignment, with no make-up. You will also need to meet with me. For the second occurrence, you will be dropped from the class with an F.

## Business 058—0469: Business Communications: Fall 2013

### Instructor Expectations:

My role is to lead and facilitate your learning. I will provide an interactive and respectful learning environment to foster success. I bring over 20 years of experience in private and public organizations, and look forward to sharing this experience with you to provide real life and relevant information. I will check in throughout the semester to ensure your learning is on track and you have what you need to succeed.

Assignments	Value
In-class activities/participation	20%
Homework assignments	20%
Quizzes/exams/final	40%
Research Project	20%

Points	Grade
90-100	A
80-89	B
70-79	C
60-69	D
< 60	F