

MERCER COUNTY COMMUNITY COLLEGE

COURSE OUTLINE

Course Number: BUS 105
Course Title: Communication Skills for Business
Division: Business and Technology
Length of Semester: 15 weeks
Credits: 3
Lecture/Laboratory: 3/0
Text: Business English, Eighth Edition (2002)
Author: Mary Ellen Guffey
Publisher: South-Western College Publishing

Catalog Description:

Course includes intense coverage of grammar, punctuation, and word usage skills required by business professionals. The goal is to improve both written and oral communication skills as required for success in business.

Spring/Fall offering

Kristen Callahan
Course Coordinator

INSTRUCTOR'S NAME _____
SECTION/TIME/ROOM # _____
OFFICE/PHONE NOS. _____
OFFICE HOURS _____
E-MAIL _____

Course Objectives

At the conclusion of this course, students should:

1. Know the importance of good oral and written communication skills for success in both personal and business applications.
2. Possess a practical knowledge of English grammar, punctuation, and word usage.

Chapter Objectives/Course Schedule

The following chapters will be covered:

Chapter 1:	Reference Skills	Chapter 9:	Verb Tenses and Parts
Chapter 2:	Parts of Speech	Chapter 10:	Verb and Subject
Chapter 3:	Sentences, Elements, Patterns, Types		Agreement
Chapter 4:	Nouns	Chapter 11:	Verbs
Chapter 5:	Possessive Nouns	Chapter 14:	Conjunctions to Join Equals
Chapter 6:	Personal Pronouns	Chapter 15:	Conjunctions to Join Unequals
Chapter 7:	Pronouns and Antecedents	Chapter 16:	Commas
Chapter 8:	Verbs: Kinds, Voices, And Moods	Chapter 17:	Semicolons and Colons
		Chapter 18:	Other Punctuation

There will be a quiz after each chapter.

There will be three unit tests.

The Final Exam is comprehensive

Evaluation

25% -- TESTS

50% -- QUIZZES

25% -- FINAL EXAM

The final grade may be adjusted at the instructor's discretion because of incomplete assigned work or poor attendance. See attached attendance policy.

Numerical Grade Equivalents:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

below 59 = F

MERCER COUNTY COMMUNITY COLLEGE
OFFICE SYSTEMS TECHNOLOGY

Class Attendance and Make-up Work Policy

The following criteria will be strictly adhered to with regard to classroom attendance and assignments.

Absences:

1. Class attendance is mandatory for all students. However, it is recognized that occasionally an absence will be necessary. Any student exceeding six (6) hours (not meetings) of absences will automatically be downgraded one grade level at the discretion of the instructor.
2. Three (3) consecutive absences from class without contacting the instructor may be considered cause for an automatic withdrawal from the course by the instructor. If the reason is a medical excuse, the student is required to bring in a doctor's note.
3. If a student decides to discontinue attending the course, it is the student's responsibility to follow through and officially withdraw from the course before the withdrawal deadline date. Failure to do this may result in the student receiving an "F" for the course.

Make-up Work:

1. All assignments are to be turned in on the date specified. Late assignments will be downgraded unless reason for lateness is fully justified.
2. When absence from class is necessary, you are still responsible for making up all delinquent assignments. These assignments must be submitted within one week of your return. No assignments will be accepted after that time.
3. Students MUST be present for all scheduled tests. If you are absent on a test day without justifiable reason, you will not be permitted to make up the test. If your absence is excused, you are responsible for making up the test before the next class period. You must make arrangements for making up the test outside of class.
4. Each student's attendance is reported to the Registrar's Office every four weeks. The Registrar's Office is required by law to make attendance reports on students who are funded by Veterans' Benefits, Social Security payments, and other federal/state and private scholarship programs.

Note: Any exception to the above-stated policy can be made at the discretion of the instructor on an individual basis.

Academic Integrity Statement:

“A student who a.) knowingly represents works of others as his/her own; b.) uses or obtains unauthorized assistance in the execution of any academic work; or c.) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized.” (Student Handbook)

Classroom Conduct Statement:

It is the student’s responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes. If students walk into a class after it has begun, it is expected that they choose a seat close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are all here to work cooperatively and to learn together.