

# BUS105 - Communication Skills for Business

## Course Information

<b>Organization</b>	Mercer County Community College
<b>Credits</b>	3
<b>Contact Hours</b>	3
<b>Course Coordinator</b>	Professor Callahan
<b>Last Revision Date</b>	Spring 2019

**Catalog Description:** Intense coverage of grammar, punctuation, and word usage skills. Emphasizes realistic application of current usage and style in today's work world.

## Required Textbook

Business English, by Mary Ellen Guffey. (*Contact MCCC bookstore for correct edition*)

## Core Competencies/Goals

*The student will be able to:*

- A. Use written communication skills effectively to obtain intended results.
- B. Identify parts of speech.
- C. Decide which words to use to write compelling sentences which are grammatically correct.
- D. Critique document and identify good and bad use of English grammar.
- E. Determine what punctuation is needed to create a grammatically correct sentence and paragraph.

## General Education Knowledge Goal

**Goal 1. Communication.** Students will communicate effectively in both speech and writing.

## MCCC Core Skills

**Goal A. Written and Oral Communication in English.** Students will communicate speech and writing, and demonstrate proficiency in reading.

## Units of study in detail

### Unit 1: Grammar Foundation

*The student will be able to:*

- Label parts of speech.
- Identify sentence elements, patterns, and types.

### Unit 2: The Subject

*The student will be able to:*

- Identify nouns.
- Identify possessive nouns.
- Identify personal pronouns.
- Identify pronouns and antecedents.

### Unit 3: Showing Action

*The student will be able to:*

- Identify verbs: kinds, voices, and moods.
- Identify verb tenses.

- Ensure verbs and subjects agreement.

#### **Unit 4: Modify and Connect Words**

*The student will be able to:*

- Identify modifiers: adjectives and adverbs.
- Label prepositions.
- Identify conjunctions.
- Write sentences that use modifiers, prepositions, and conjunctions appropriately.

#### **Unit 5: Punctuation**

*The student will be able to:*

- Use commas appropriately.
- Use semicolons and colons appropriately.
- Utilize other punctuation to communicate effectively.

#### **Unit 6: Writing with Style**

*The student will be able to:*

- Use capitalization effectively.
- List items with numbers.

### **Evaluation of Student Learning**

There will be a test after every chapter. The final exam is comprehensive.

<b>Activity</b>	<b>% of Semester Grade</b>
<b>Tests</b>	65
<b>Attendance &amp; Homework Readiness</b>	10
<b>Final Exam</b>	25

### **Guidelines for Success**

#### **Things to know and remember**

**ATTENDANCE:** Students are expected to attend all class meetings. 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.

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 official medical documentation.

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 so may result in the student receiving an "F" for the course.

**ASSIGNMENTS:** All assignment are to be turned in on or before the date specified. Late assignments will be downgraded unless reason for lateness is fully justified.

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.

**TESTS:** Students are expected to take all tests at the time the tests are scheduled. Unless there are

verifiable extenuating circumstances, approved by the instructor, no student will be allowed to make-up any missed 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 text outside of class. Any missed test will result in a zero grade. All tests will be graded by the instructor.

**WITHDRAWALS:** 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" grade for the course. Before withdrawing, discuss your concerns with your instructor.

**CLASSROOM CONDUCT:** It is the students' responsibility to attend sessions. 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. It is not appropriate to leave the class early without informing the instructor. 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. Please turn off cell phones before the class begins. The college welcomes all students into an environment that creates a sense of community pride and respect; we are all here to work cooperatively and to learn together.

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**ACADEMIC INTEGRITY:** Academic integrity refers to the total quality of the search for knowledge which a student undertakes. A student will be guilty of violating academic integrity if he/she:

- a. knowingly represents the work of others as his/her own;
- b. uses or obtains unauthorized assistance in the execution of an academic work;
- c. gives fraudulent assistance to another student.

Violators will be penalized. (See Student Handbook for details.)

**REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DOCUMENTED DISABILITIES:** Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations.

For more information regarding accommodations, contact the Office of Academic Support Services at 609.570.3422.

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