

CATALOG INFORMATION

Dept and Nbr: BGN 71

Title: BUSINESS ENGLISH

Full Title: Business English

Last Reviewed: 4/25/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	1	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:
English fundamentals: sentence structure, grammar, punctuation, spelling, and vocabulary. Use of standard reference sources and proofreader's marks for editing business-related sentences, paragraphs, and documents.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: English fundamentals: sentence structure, grammar, punctuation, spelling, and vocabulary. Use of standard reference sources and proofreader's marks for editing business-related sentences, paragraphs, and documents. (Grade Only)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1998	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The student will:

1. Identify the parts of speech when they appear in sentences.
2. Differentiate among, examine, and create simple, compound, and complex sentences.
3. Develop grammatically correct sentences.
4. Punctuate sentences correctly.
5. Spell words correctly, capitalize words correctly, and write numbers according to conventional usage.
6. Organize and revise sentences and paragraphs.
7. Write topical summaries employing effective sentence and paragraph structure.
8. Employ the use of a dictionary to identify and verify correct word spelling, usage, etymologies, definitions, synonyms, and antonyms.
9. Use a reference manual to locate answers to specific questions when composing sentences, paragraphs, and business-related documents.

Topics and Scope:

1. Laying Foundation
 - A. Reference skills
 1. dictionary
 2. reference manual
 3. thesaurus
 - B. Overview of parts of speech
 - C. Sentences
 1. elements
 2. patterns
 3. types
2. Parts of Speech

- A. Nouns
- B. Pronouns
 - 1. personal
 - 2. antecedents
- C. Verbs
 - 1. kinds
 - 2. voices
 - 3. moods
 - 4. tenses
 - 5. verbals
 - 6. agreement with subject
- D. Adjectives
- E. Adverbs
- F. Prepositions
- G. Conjunctions
 - 1. coordinate
 - 2. correlative
 - 3. subordinate
 - 4. conjunctive adverbs
- 3. Punctuation
 - A. Commas
 - B. Semi-colons
 - C. Colons
 - D. Other
- 4. Writing with Style
 - A. Capitalization
 - B. Numbers
 - C. Word choice
 - 1. correct spelling
 - 2. clear vocabulary
 - D. Effective sentences
 - E. Logical paragraphs

Assignment:

- 1. Complete pre and post chapter tests.
- 2. Complete chapter exercises.
- 3. Write simple, compound, complex, compound-complex sentences.
- 4. Write paragraphs.
- 5. Write short/informal reports
- 6. Study spelling and vocabulary lists and complete assignments.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, Term papers

Writing 20 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems

Problem solving
20 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations
30 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Completion, Composition

Exams
20 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

BUSINESS ENGLISH, 5th edition, Mary Ellen Guffey, South-Western Educational Publishing, 1996

HOW 8: A HANDBOOK FOR OFFICE WORKERS 8E, Clark & Clark, South-Western Educational Publishing, 1998

WEBSTER'S TENTH NEW COLLEGIATE DICTIONARY, Merriam-Webster, Inc., 1993