

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

Transfer course     A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** BUS 125 Business English

**UNIT VALUE:** 3

**MINIMUM NUMBER OF SEMESTER HOURS:** 48

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS:**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** None

**SCOPE OF COURSE:** Practical approaches to solving the common problems of English language usage, as specifically applied to business-oriented written material. Coverage includes business vocabulary, spelling, grammar, idioms, sentence structure, and punctuation. CSU

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. Identify commonly used business vocabulary.
2. Identify and apply spelling rules to common types of spelling errors in business.
3. Analyze business-oriented written material to identify common types of grammar and punctuation errors.
4. Apply grammar and punctuation principles to make corrections in written material.
5. Identify correct idiomatic expression and appropriate sentence structure for use in standard business writing.
6. Identify their own individual weaknesses in spelling, grammar, punctuation, and usage enough to know when to use a dictionary, grammar reference, or other appropriate authority.

## **CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Spelling techniques
2. Overview of English language
3. Problem areas of English grammar and usage
  - a. Regular and irregular verbs
  - b. Plural forms of nouns
  - c. Possessive forms of nouns and pronouns
  - d. Nominative and objective forms of pronouns
  - e. Predicate agreement
  - f. Adjectives
  - g. Adverbs
  - h. Prepositions
  - i. Conjunctions
4. Problem areas of punctuation
  - a. Semicolons
  - b. Colons
  - c. Commas

## **REQUIRED READING:**

Zimmer, Kenneth, and Sue C. Camp. Selected Chapters of College English and Communication. Custom Edition. New York: The McGraw-Hill Companies, Inc., 1993.

## **SUGGESTED READING:**

Shaw, Harry. Spell It Right! 6th edition. New York: HarperCollins, Mass Market Copyright.

**REQUIRED WRITING:** At least three paragraphs of assigned writing. Also, editing written material in text, worksheets, tests, and quizzes.

## **OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.**

Read the text, study lecture notes, complete grammar and editing exercises in text and worksheets, study for tests, and write assigned paragraphs.

## **INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture  
 laboratory  
 lecture-laboratory combination  
 directed study

**This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes \_\_\_\_\_ No X

**If yes, check all that apply.**

- \_\_\_\_\_ Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- \_\_\_\_\_ Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- \_\_\_\_\_ Two-Way Video Conferencing (Two-way interactive video and audio)
- \_\_\_\_\_ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- \_\_\_\_\_ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Grading is based on quizzes (including written paragraphs) and exams. A typical grading policy is:

5-12 quizzes/paragraphs	5-15%
3- 4 exams	50-65%
final exam	<u>30-35%</u>
	100%

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes \_\_\_\_\_ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Rena Stevens x3040

***SIGNATURES ON FILE***