

# GRAYS HARBOR COLLEGE

## Course Syllabus

### BA 140 - Business English 3 Credits Winter 2012 S. T. Blankenship, M.A.

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**Office:** 2209  
**Office Phone:** 360.538.4170  
**E-Mail:** sblanken@ghc.edu  
**Day(s):** Monday, Wednesday, and Thursday  
**Class Room:** 2204  
**Class Time:** 10:00 a.m. – 10:50 a.m.  
**Required Text(s):** Business English. Tenth Edition. Guffey, Mary Ellen.  
South-Western Publishing Company. Cincinnati, OH. 2010.

Proofreading For Business. Third Edition. Mary Anderson Bogle.  
H. M. Rowe Company. 2000.

The Gregg Reference Manual. Tribute Edition. Sabin, William A.  
Glencoe-McGraw-Hill. 2011.

**Prerequisite(s):** A letter grade of "C" or better ENGL 095 or test placement in ENGL 101.

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#### **COURSE DESCRIPTION:**

The study of English grammar, spelling, and punctuation as particularly applied to Business applications.

#### **LEARNING OUTCOMES:**

1. Fundamentals of English grammar as it pertains to business and office usage.  
*(Disciplinary Learning, Critical Thinking, and Literacy)*
2. Correct punctuation, spelling, capitalization, abbreviations, proofreading, and word division.  
*(Disciplinary Learning and Using Resources)*
3. Skills in speaking, letter writing, and transcription.  
*(Disciplinary Learning, Using Resources, and Critical Thinking)*

**INSTRUCTION FORMAT:**

1. Instructor lecture with white-board demonstration(s)
2. Use of textbook(s), instructor supplementary handouts, and course CD-ROM diskette
3. In-class discussion(s)

**ORGANIZATION OF COURSE CONTENT:**

- C02 Parts of Speech
- C03 Sentences: Elements, Patterns, Types
- C04 Nouns
- C05 Possessive Nouns
- C06 Personal Nouns
- C07 Pronouns and Antecedents
- C09 Verb Tenses and Parts
- C10 Verb and Subject Agreement
- C12 Modifiers: Adjectives and Adverbs
- C14 Conjunctions to Join Equals
- C15 Conjunctions to Join Unequals
- C16 Commas
- C17 Semicolons and Colons

**EVALUATION OF COURSE ACTIVITIES:**

<b><u>Course Activity(ies):</u></b>	<b><u>Percentage of Final Grade:</u></b>
Workbook Chapter(s) Exercise(s)	20%
Chapter(s) Examination(s)	50%
Spelling Examination(s)	10%
Comprehensive Examination	10%
Attendance(s)	10%
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Total	100%
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**COURSE POLICIES:**

- A. Absolutely no cell phones usage during class. If your cell phone rings, it will cost you one (1) Chapter Examination score!
- B. Chapter(s) examination(s) must be taken per course schedule.
- C. Workbook exercise(s) as assigned must be turned in on scheduled date.
- D. Attendance is an integral element of your final grade evaluation. Roll will be taken at each class meeting session. Three (3) pre-arranged excused absence(s) during the quarter will not affect your final grade; however, more than three (3) pre-arranged and/or not pre-arranged absence(s) will not be excused.
- E. Your success in BA 140 is directly related to your commitment to the course. Plan on spending approximately one (1) hour for homework for each hour spent in class. You will have a much better understanding of the application(s) if you attend class and complete all the assigned sessions.
- F. Disciplinary action may be taken for all forms of student academic dishonestly, including cheating, falsification, plagiarism, or facilitating, aiding and abetting academic dishonestly. Cases of inappropriate behavior will be reported to the Vice President of Instruction.
- G. The college classroom must be a working and learning environment in which adults treat each other with respect. Students who demonstrate a disregard for working, learning, and adult behavior or respect for others' ideas will be asked to leave the classroom.
- H. Students who have documented disabilities that require accommodations in compliance with the Americans with Disabilities Act should contact the Disability Support Services coordinator as well as the instructor of the course in order to ensure that together we create an optimal environment for educational achievement. Special circumstances may be considered.