



School of Business and Leadership

BUSC 100

Business English

Term: Fall 2024

Number of Credits: 3

COURSE OUTLINE

INSTRUCTOR:	Deanna McNaught
E-MAIL:	dmcnaught@yukonu.ca
CLASS TIMES:	Tuesdays and Thursdays from 9 am to 10: 20 am – on campus and on Zoom (link provided in course Moodle page)
CLASS LOCATION:	TBD
OFFICE HOURS:	Please email me to book a time to meet

COURSE DESCRIPTION

This 13-week, 3-credit course concentrates on basic business English, including parts of speech and sentence structure. Course content includes a review of grammar, plain and inclusive language, punctuation, sentence structure, and proofreading techniques.

COURSE REQUIREMENTS

Prerequisite(s): English 10

All Yukon University students have [free access to Office 365](#), and students will complete written BUSC 100 assignments in MS Word.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at <https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to

- implement plain and inclusive language techniques in written and oral form
- practice correct use of punctuation in writing
- build effective sentences using best practices
- practice with editing and proofreading tools using AI (artificial intelligence) and reference manuals

COURSE FORMAT

Weekly breakdown of instructional hours

This class will meet twice online/in person twice per week from 9 am to 1020 am on Tuesdays and Thursdays for the duration of the fall semester. Outside of class time, this course will also

include homework and additional reading. Timing for homework and reading will vary, depending on the student.

Delivery format

The course is Hyflex and will be online and in the classroom at the same time and will consist of discussions, individual and group work, and hands-on learning. Regular student attendance and participation are essential for success in this course. The material covered in the lectures and discussions will build upon each other, and missing classes will put the student at a disadvantage for success. Many skills will be learned and practiced in the classroom, and a great deal of specific information will be shared. **This course is not recorded, and instructor lecture notes are not provided online.**

There is no textbook to purchase for this course. The instructor will provide readings for each week, and these will be on the Moodle course when the course begins.

EVALUATION

Students will complete 7 real-life projects or self-reflections (all are called assignments) using what they have learned from the course:	
Assignment 1	10%
Assignment 2	15%
Assignment 3	15%
Assignment 4	15%
Assignment 5	15%
Assignment 6	15%
Assignment 7	15%
There is no midterm or final exam.	
Total	100%

LATE ASSIGNMENTS

Meeting deadlines is important for any office assistant. Therefore, please ensure you know when assignments are due and allow enough time in your schedule to complete them on time. This will allow you to practice time management in a busy office. I recommend you use the MS Outlook (free to YU students) schedule or another scheduling software to keep track of your assignments for each class.

You will not be penalized for late assignments in this course, but if you miss too many at once, they will pile up and may cause anxiety. If you feel you need more time or want to come up with a strategy to complete all assignments on time, please reach out to your instructor early and throughout the course to not become overwhelmed with the workload.

If you will be absent from the course for an extended period, please email a written proposal for course completion to your instructor.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for [important dates](#).

TEXTBOOKS and LEARNING MATERIALS

There is no textbook to purchase for this course; however, there are numerous readings and other resources in the Moodle course for your review and engagement.

If you are looking for a good reference resource, I recommend a second-hand copy of *The Gregg Reference Manual* (any Canadian Edition); you may also purchase an online copy of this text. This is not mandatory and might even be found in the library system.

ACADEMIC INTEGRITY

Students are to contribute toward a positive and supportive learning environment and are to conduct themselves in a professional manner. Academic misconduct will not be tolerated. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others or AI as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to [Academic Regulations and Procedures](#) for further details about academic standing and student rights and responsibilities.

ACADEMIC ACCOMMODATION

Accommodations that any student needs to fully participate in this course may be requested by the student through the Learning Assistance Centre (LAC) at LearningAssistanceCentre@yukonu.ca. Accommodations may be available for students with a documented disability, chronic condition, or any other grounds specified in section 8.0 of the Yukon University [Academic Regulations](#).

WEEKLY SCHEDULE

Please see the course on Moodle when the course begins.