



MASTER COURSE OUTLINE

Prepared By: Daneen Berry-Guerin

Date: February 2014

COURSE TITLE

Business English

GENERAL COURSE INFORMATION

Dept.: BUS

Course Num: 121

(Formerly:)

CIP Code: 23.9998

Intent Code: 21

Program Code: 547

Credits: 5

Total Contact Hrs Per Qtr.: 55

Lecture Hrs: 55

Lab Hrs:

Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course is designed to prepare students for today's offices where clear and concise writing is based on a sound understanding of grammar and is considered to be an essential job skill.

PREREQUISITES

English placement of ENGL099 or successful completion of ENGL098 with a 2.0 or higher

TEXTBOOK GUIDELINES

Business English text as decided by BIM Faculty (Example: *Business English* by Mary Ellen Guffey)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Use nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections according to formal business rules.
2. Use punctuation and numbers correctly in various business documents.
3. Capitalize sentences correctly.

INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will write, speak, and present information effectively by creating professional documents that would be used in an office or medical office environment

COURSE CONTENT OUTLINE

1. Parts of speech overview
2. Sentences
3. Nouns
4. Pronouns
5. Verbs
6. Adjectives
7. Adverbs
8. Prepositions

9. Conjunctions
10. Punctuation
11. Capitalization
12. Numbers

DEPARTMENTAL GUIDELINES *(optional)*

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE