

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Business English
COURSE NUMBER	BUSN 2202
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Business vocabulary and language usage are studied in parts of speech, sentence structure, capitalization, number style, and punctuation usage.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

PROGRAM LEARNING OUTCOMES

Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLO

2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. Unit 1: Laying a Foundation
 - A. Chapter 1: Reference Skills
 - B. Chapter 2: Parts of Speech
 - C. Chapter 3: Sentences: Elements, Patterns, Types, Faults
- II. Unit 2: Knowing the Namers
 - A. Chapter 4: Nouns
 - B. Chapter 5: Possessive Nouns
 - C. Chapter 6: Personal Pronouns
 - D. Chapter 7: Pronouns and Antecedents
- III. Unit 3: Showing the Action
 - A. Chapter 8: Verbs: Kinds, Voices, Moods, Verbals
 - B. Chapter 9: Verb Tenses and Parts
 - C. Chapter 10: Verb and Subject Agreement
- IV. Unit 4: Modifying and Connecting Words
 - A. Chapter 11: Modifiers: Adjectives and Adverbs
 - B. Chapter 12: Prepositions
 - C. Chapter 13: Conjunctions
- V. Unit 5: Punctuating Sentences
 - A. Chapter 14: Commas
 - B. Chapter 15: Semicolons and Colons
 - C. Chapter 16: Other Punctuation
- VI. Unit 6: Writing with Style
 - A. Chapter 17: Capitalization
 - B. Chapter 18: Numbers

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

A. Learn to correctly use nouns and pronouns.

1. Be able to identify nouns and pronouns.

B. Be able to correctly use verbs, tenses, and verbals.

2. Be able to identify verbs, tenses, and verbals.

C. Be able to correctly use adjectives and adverbs.

3. Be able to identify adjectives and adverbs.

D. Be able to correctly use prepositions.

4. Be able to identify prepositions.

E. Be able to correctly use capitalization.

5. Be able to identify capitalization.

F. Be able to correctly use ending punctuation marks and sentence punctuation.

6. Be able to use identify ending punctuation marks and sentence punctuation.

G. Be able to correctly use number style.

7. Be able to identify correct number style.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.