

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

<u>COURSE NUMBER:</u>	OTEC 140
<u>COURSE TITLE:</u>	BUSINESS ENGLISH
<u>SEMESTER CREDIT HOURS:</u>	3 Credit Hours
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	Writing Essentials
<u>REVISION DATE</u>	November 2015

COURSE DESCRIPTION:

This course will emphasize the rules and accepted practices of English grammar in the contemporary business office. Emphasis will be on word choice, number style, capitalization, proofreading, abbreviations, and editing documents.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Correct grammar, spelling, number style, and punctuation of a document.
 - Identify parts of speech and understand how they function in sentences.
 - Write complete sentences avoiding fragments, comma splices, and run-ons.
 - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.
 - Develop proficiency in punctuation, capitalization, and number style skills.

2. Proofread, edit, and revise existing documents.

- Use proofreader's marks to identify grammar errors.
- Proofread and edit business letters, e-mails, and memos.
- Use Microsoft Word to key edited memos, letters, and reports.
- Use Microsoft Word proofing features such as Spelling, Grammar, Define, Thesaurus, and Word Count.

3. Demonstrate realistic applications of current usage and style in today's workplace.

- Transcribe commonly misspelled words at the computer.
- Transcribe sentences that emphasize difficult word choices.
- Demonstrate improved vocabulary.
- Discuss online resources on various topics related to business English.
- Recognize and create professional business messages that demonstrate correct formats and ideas expressed in clear, concise, and correct English.

COURSE OUTLINE:

UNIT 1: LAYING A FOUNDATION.

1. Parts of Speech.
2. Sentences: Elements, Varieties, Patterns, Types, Faults.

UNIT II: KNOWING THE NAMERS.

3. Nouns: Plurals and Possessives.
4. Pronouns.

Test – Units 1 and 2

UNIT III: SHOWING THE ACTION.

5. Verbs.
6. Subject–Verb Agreement.

UNIT IV: MODIFYING AND CONNECTING WORDS.

7. Modifiers: Adjectives and Adverbs.
8. Prepositions.
9. Conjunctions.

Test – Units 3 and 4

UNIT V: PUNCTUATING SENTENCES.

10. Commas.
11. Semicolons and Colons.
12. Other Punctuation.

UNIT VI: WRITING WITH STYLE.

13. Capitalization.
14. Numbers.

Test – Units 5 and 6