SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS

I. TITLE OF COURSE: BT1003- Business English

II. COURSE DESCRIPTION: **3 credit hours**
3 credit hours of lecture and 0 **credit hours of lab per week.**

A course designed to have students learn and apply the skills of English usage—the foundation communication skills that competent workers need in the workplace.
For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

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Pre-requisite: NA

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

The mission of the Business Administrative Technology program is consistent with the mission of Seward County Community College/Area Technical School. The program will provide students with quality learning opportunities and experiences to meet the diverse, changing needs for the development of better futures.

IV. TEXTBOOK AND MATERIALS:

Business English, by Mary Ellen Guffey & Carolyn M. Seefer. Southwestern Cengage Learning, 10th edition 2011

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

2: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
3: Communicate their ideas clearly and proficiently in speaking, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.

VI. COURSE OUTCOMES:

Upon acceptable completion of the course competencies and an average of 85 percent or higher on mastery tests, the student will be able to:
Know and effectively use different kinds of sentences
Identify and properly use the parts of speech
Recognize and proficiently use phrases and clauses
Know and correctly use punctuation marks and capital letters
Understand what constitutes well-constructed paragraphs and be able to skillfully use them
Write sentences and paragraphs that are grammatically correct and effectively communicate the intended meaning
Realize that a knowledge of English usage helps each learner to communicate more efficiently and effectively both orally and in written form, and prepares each learner for a successful entrance into other educational endeavors and the world of work

VII. COURSE OUTLINE:

1. Define and write different kinds of sentences to express a complete thought
2. Identify and use nouns for clearer writing
3. Apply plural and possessive rules to nouns
4. Recognize and use pronouns in written and spoken language
5. Use verbs, identify and use helping and linking verbs, and use verbs so that they agree with their subjects
6. Recognize and use verb tense, person, number, and voice
7. Use adjectives and adverbs to write descriptive sentences; use degrees of comparison
8. Identify and use prepositions and their objects
9. Identify and use the three types of conjunctions
10. Recognize and use prepositional, infinitive, and participial phrases
11. Recognize and use independent and subordinate clauses
12. Punctuate using periods, exclamation marks, question marks, semicolons, colons, dashes, hyphens, parentheses, apostrophes, quotation marks
13. Identify and apply ten comma usage rules
14. Express numbers correctly in sentences, reports, and technical writing
15. Apply grammar rules for capitalizing words
16. Demonstrate ability to correctly use frequently misused words in written and spoken language
17. Write simple, compound, complex, compound-complex sentences
18. Write topic sentences and use linking words and phrases to develop paragraphs
19. Spell, define, and use words commonly found in the business world

VIII. INSTRUCTIONAL METHODS:

Presentations/demonstration by the instructor
Discussions
Daily assignments

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

Textbook
Individual and work-together activities

X. METHODS OF ASSESSMENT:

Measurement of course outcomes achievement, as well as the student's grade, will be determined in the following manner:
Class participation and completion of daily assignments
Ability to define and use vocabulary on weekly assignments and tests
Ability to choose standard English conventions on objective tests
Measurement of SCCC Outcomes will be assessed as follows:
1.   (#2 & #3) Assessed through assignments requiring oral and written answers

XI. ADA STATEMENT:
Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobble Academic building, room 149 A.

Syllabus Reviewed: 11/08/2018 21:58:29