

I. CATALOG DESCRIPTION:

A. Department Information:

Division: Business & Information Technology
Department: Computer Information Technology
Course ID: CIT 031
Course Title: Business English
Units: 3
Lecture: 3 hours
Laboratory: None
Prerequisite: None

B. Catalog and Schedule Descriptions:

Review of basic grammar, punctuation, capitalization and spelling. Emphasis on grammar, vocabulary building for effective business communication, and writing common business letters and memos. (Formerly OIS 144)

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III. EXPECTED OUTCOMES FOR STUDENTS

Upon successful completion of the course, the student should be able to:

- A. use a dictionary confidently to determine spelling, meaning, pronunciation, syllabication, accent, word usage, and word history.
- B. recognize subjects and predicates.
- C. convert fragments into complete sentences.
- D. recognize basic sentence faults such as comma splices and run-on sentences.
- E. write complete and correct sentences in three basic sentence patterns.
- F. use correct English grammar.
- G. apply correct punctuation, capitalization and number style skills.
- H. demonstrate proper business writing skills.

IV. CONTENT

A. Laying a Foundation

- 1. Reference Skills
- 2. Parts of Speech
- 3. Sentences: Elements, Patterns and Types

B. Knowing the Names

- 1. Nouns
 - a. Possessive Nouns
- 2. Personal Pronouns
 - a. Pronouns and Antecedents

C. Showing the Action

- 1. Verbs: Kinds, Voices, Moods
 - a. Verb Tenses and Parts
 - b. Verb and Subject Agreement
 - c. Verbals

D. Modifying and Connecting Words

- 1. Modifiers: Adjectives and Adverbs
- 2. Prepositions
- 3. Conjunctions to Join Equals and Conjunctions to Join Unequals

- E. Punctuating Sentences
 - 1. Commas, Semi-Colons, and Other Punctuation
- F. Writing with Style
 - 1. Capitalization
 - 2. Numbers
 - 3. Effective Sentences
- G. Other
 - 1. Developing Spelling Skills
 - 2. Developing Vocabulary Skills
 - 3. Writing Paragraphs
 - 4. Writing Informational Memorandums
 - 5. Writing Informational Business Letters and Letter Parts

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Teacher demonstration
- C. Directed discussion and discovery
- D. Overhead transparencies
- E. Hands-On Exercises

VI. TYPICAL ASSIGNMENTS:

- A. Reading
 - 1. Personal Pronouns. Be prepared to discuss and explain the use of Nominative, Subjective and Possessive case pronouns.
- B. Problem-solving and performance:
 - 1. Use Spelling List and write a sentence for each word listed. State the role the word is playing in the sentence.

VII. EVALUATION(S)

- A. Methods of Evaluation
 - 1. Examination and quizzes: Objective and Essay
 - a. Typical examination question:
 - 1. List the eight parts of speech, list an example of each part of speech, and write a sentence for each part of speech.
 - 2. Statements that end with periods and are explanations or statements of facts and opinions are classified as _____ statements.
 - 2. Projects:
 - a. Typical project topics:
 - 1. Writing paragraphs and revising poorly written paragraphs.
- B. Frequency of Evaluation:
 - 1. Minimum of two examinations (objective and/or essay)
 - 2. Quizzes at the end of each chapter
 - 3. Minimum of three (3) final projects
 - 4. Throughout the course, the instructor provides feedback on the students' problem-solving skills.

VIII. TYPICAL TEXT(S)

- Guffey, Mary Ellen. Business English, 7th ed. Cincinnati, OH: South-Western, 2002.
- Barry, Robert E. and Taylor Ellison, Pat. Business English for the 21st Century. Upper Saddle River, NJ: Prentice Hall, 2001.
- Bogge, Mary Anderson. College Business English. New York, NY: H. M. Rowe Co., 2001.

San Bernardino Valley College
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IX. OTHER SUPPLIES REQUIRED OF STUDENTS: Zip disk