JEFFERSON COLLEGE

COURSE SYLLABUS

BIT105
BUSINESS LANGUAGE SKILLS

3 Credit Hours

Prepared By:

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January 31, 2008

CAREER AND TECHNICAL EDUCATION
Dr. John Keck, Dean
Ms. Brenda Russell, Associate Dean
BIT105 Business Language Skills

I. CATALOG DESCRIPTION

A. Prerequisite: None

B. 3 credit hours

C. This course emphasizes the language skills that are commonly applied in the business environment. This course also covers the review and application of English skills for editing letters, memos and reports. (F, S)

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURE

1. Students will apply business language skills to oral and written communication structure—sentence, paragraph, document. In-class exam, homework and/or quizzes, and worksheets.

2. Students will demonstrate mastery of rules of punctuation, spelling, grammar, word usage, possessives, hyphenation, numbers, and capitalization. In-class exam, homework and/or quizzes, and worksheets.

3. Students will demonstrate editing skills. In-class exam, homework and/or quizzes, and worksheets.

4. Students will demonstrate use dictionaries and The Gregg Reference Manual efficiently to apply language and punctuation rules. In-class exam, homework and/or quizzes, and worksheets.

5. Students will apply business language skills in processing of business information. In-class exam, homework and/or quizzes, and worksheets.

III. COURSE OUTLINE WITH UNIT OBJECTIVES

A. Parts of Speech Overview
   1. Identify a part of speech by how the word is used in a sentence
   2. Show enough familiarity with the parts of speech to understand the principles of English usage presented

B. Sentences
   1. Recognize the most common writing faults that weaken sentences
   2. Replace these faults with clear, correct, and logical sentence construction
C. Fragments, Run-ons, Comma Splices
   1. Identify a fragment, run-on, or comma splice and correct it
   2. Construct complete sentences and end them at the appropriate place

D. Plurals, Compound, Proper, and Biased Nouns
   1. Apply Standard English principles to forming plurals of regular and irregular nouns; writing compound nouns; capitalizing nouns
   2. Know the meaning, spelling, and pronunciation of the words presented in this section
   3. Use bias-free language

E. Pronouns
   1. Use pronouns according to the principles of Standard English

F. Verbs
   1. Use verbs with time or tense expressed correctly
   2. Use subjects and verbs that agree in number and person

G. Adjectives and Adverbs
   1. Use adjectives correctly
   2. Use comparative and superlative adjectives and adverbs correctly
   3. Avoid double negatives
   4. Distinguish between adjectives and adverbs and use each correctly

H. Apostrophes
   1. Write possessive nouns and non-possessive plural nouns correctly
   2. Write contractions correctly
   3. Use the apostrophe correctly in special plural forms
   4. Use the apostrophe symbol correctly to express feet, minutes, years, and quotations within quotations

I. Punctuation
   1. Use commas to improve the accuracy and clearness of your writing
   2. Use commas according to established principles of effective business writing.
   3. Use semicolon, colon, period, exclamation, question, hyphen, dash, comma, quotation, apostrophe, and parentheses with precision

J. Business Documents
   1. Format business letters, memos, envelopes correctly in current styles
   2. Choose appropriate salutations, complimentary closes, and paragraphing techniques for today’s business letters and memos
K. References/Resources
   2. Dictionary
      a. On-line
      b. Printed

IV. METHOD OF INSTRUCTION
   A. Lecture
   B. Discussion
   C. Worksheets/Handouts

V. REQUIRED TEXTBOOK(S) WITH PUBLICATION INFORMATION


VI. REQUIRED MATERIALS (STUDENT)
   Paper, pens, folder

VII. SUPPLEMENTAL REFERENCES
   None

VIII. METHOD OF EVALUATION
   
<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class participation and daily assignments</td>
<td>35%</td>
</tr>
<tr>
<td>Tests and quizzes</td>
<td>60%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5%</td>
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IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-797-3169).
X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.