Department:

Business

Course Description:

This course will cover the essentials of business writing and will focus on terminology, word choice, spelling, capitalization, punctuation, and effective sentence structure.

Course Competencies:

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

1. Define and use vocabulary and terminology specific to business communication.
2. Use appropriate word choices for business communication.
3. Demonstrate proficiency in spelling, punctuation, and capitalization.
4. Use effective sentence structure that communicates meaning clearly, accurately, and with appropriate emphasis and tone.
5. Edit written material for clarity, effectiveness, appropriateness, and tone.
6. Proofread written material for correctness.

Course Content:

A. Business Terminology
B. Parts of Speech
C. Sentences: Elements, Variety, Patterns, Types, Faults
D. Nouns and Pronouns
E. Verbs
F. Subject-Verb Agreement
G. Adjectives, Adverbs, Prepositions, Conjunctions
H. Punctuation, Capitalization, Numbers
I. Spelling and Vocabulary Skills
J. Document Format

Learning Assessment:

Course competencies will be assessed by use of a pre-test and a post-test.

Instructional Materials:

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.