



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

Business English

Course Prefix and Number

POFT 1301

Department – Division

Business and Computer Science Division

Course Type – select from one of the following categories.

- **Academic General Education Course** (from ACGM – but not in TVCC Core)
- **Academic TVCC Core Course**
- **WECM Courses**

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

Introduction to a practical approach of basic language usage skills with emphasis on fundamentals of writing and editing for business. Apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills, and write effective sentences for business applications.

Prerequisites/co requisites

None

Topical Outline

1. Reference Skills
2. Parts of Speech
3. Sentences: Elements, Patterns, Types
4. Nouns
5. Possessive Nouns
6. Personal Pronouns
7. Pronouns and Antecedents
8. Verbs: Kinds, Voices, Moods, Verbals
9. Verb Tenses and Parts
10. Verb and Subject Agreement
11. Modifiers: Adjectives and Adverbs
12. Prepositions
13. Conjunctions
14. Commas
15. Semicolons and Colons
16. Other Punctuation
17. Capitalization
18. Numbers

Course Learning Outcomes

Upon successful completion of this course the student will be able to acquire the following learning outcomes:

1. Correctly use nouns, and form plural and possessive nouns.
2. Correctly use pronouns and their antecedents.
3. Correctly use verbs.
4. Correctly use subject-verb agreement.
5. Correctly use adjectives in general, and in making comparisons.
6. Correctly use adverbs in general, and in making comparisons.
7. Correctly use prepositions and personal pronouns as objects of the preposition.
8. Correctly use conjunctions and interjections and achieve parallelism when using conjunctions.

9. Correctly use basic punctuation.
10. Correctly capitalize words, abbreviations, and acronyms.
11. Correctly express numbers in either figures or words when appropriate.
12. Write clear, complete sentences.
13. Spell commonly misspelled words.
14. Correctly proofread documents and make corrections to spelling, grammar, and punctuation.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
X	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Business English, 9th Edition or most current, by Mary Ellen Guffey, South-Western, 2008.

Dictionary-A standard desk style with copyright date no later than 2000.

Reference Manual: HOW 11, A Handbook for Office Professionals

Folder in which to keep homework

Pens or pencils for note-taking as necessary

Scantron forms

Optional Text(s)

None

Material/Technology to be supplied by the student.

Internet tools will be utilized in the completion of the course for reinforcement.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Grades are determined based on a percentage of total points earned divided by the numbers of points possible. Grades are assigned in accordance with the college catalog as follows:

- 90% to 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- Below 60% = F

Graded assignments include the following:

- Six Unit Tests
- Homework Assignments as assigned

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Nancy Whitworth	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date