

### MASTER COURSE OUTLINE

A. BUSO 1625 Business Communications I

B. COURSE DESCRIPTION:

This course is designed to provide an in depth study of business English skills through review and use of many practice applications of grammar usage, punctuation, capitalization, numbers, abbreviations, spelling improvement, writing skills, editing skills, and business vocabulary skills development. Emphasis is placed on using the *Gregg Reference Manual* and other reference materials for developing proofreading and editing skills. The business world demands that its participants communicate (verbally and nonverbally) effectively. No business person can communicate effectively without some knowledge of the basic rules of grammar, punctuation, and capitalization. This course is part of the Associate in Applied Science Administrative Assistant and Medical Administrative Assistant degrees which are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Prerequisites: ENGL 0950 or a passing score on the Accuplacer reading test or instructor approval.

**(3 Cr – 2 lect, 1 lab)**

C. \*\*Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Proofreading and editing skills
- Proper use of passive and active voices
- Appropriate agreement and tenses
- Correct sentence elements
- Business English importance

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
** <u>Critical Thinking</u>	Students will be able to recognize and articulate the value assumptions which underlie and affect decisions, interpretations, analyses, and evaluations made by ourselves and others.	1. draft, revise, and edit business documents with 100% accuracy.
<u>CS</u>	understand the importance of correct grammar and word usage in well-written business communications.	1. apply correct punctuation and word usage.
<u>CS</u>	write clear, concise, and effective business	1. produce business letters,

	documents.	memos, and short reports.
<u>CS</u>	understand the different types of business correspondences and appropriateness of when to use them.	1. identify which business documents are appropriate for different scenarios.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 12/18/12

AASC Approval date: 01/22/13

<b>*Riverland Community College Disciplines</b>	<b>MnTC Goal Number</b>
Communication (CM)	<b>1</b>
Natural Sciences (NS)	<b>3</b>
Mathematics/Logical Reasoning (MA)	<b>4</b>
History and the Social & Behavioral Sciences (SS)	<b>5</b>
Humanities and Fine Arts (HU)	<b>6</b>

<b>**Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	<b>2</b>
Human Diversity (HD)	<b>7</b>
Global Perspective (GP)	<b>8</b>
Ethical and Civic Responsibility (EC)	<b>9</b>
People and the Environment (PE)	<b>10</b>

\*These five MnTC Goals have been identified as Riverland Community College Disciplines.

\*\* These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.