



MASTER COURSE OUTLINE

A. BUSO 1625 Business Communications

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 reference materials for developing proofreading and editing skills. The business world demands that its participants communicate (verbally and nonverbally) effectively. No businessperson can communicate effectively without some knowledge of the basic rules of grammar, punctuation, and capitalization. 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. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Proofreading and editing skills
- Proper use of passive and active voices
- Appropriate agreement and tenses
- Correct sentence elements
- Business English
- Revising, proofreading, and improving business messages
- Preparing routine business messages (E-mail, Memorandums, and Letters)
- Verbal and nonverbal communication
- Developing better listening skills
- Digital literacy

F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
<u>*Critical Thinking</u>	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 documents.	1. produce business letters, memos, e-mail, 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.

G. 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 Accessibility Services 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.

H. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 12/18/12; 03/05/24

AASC Approval date: 01/22/13; 04/16/24

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland’s MnTC courses also shall meet outcomes from a Discipline Area.

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.

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

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

Riverland