

4/16/2025

DATE

REQUIRED COURSE

ELECTIVE COURSE

HUM DIVISION

 NEW COURSE REVISION

# Lake Land College

## Course Information Form

COURSE NUMBER:	ENG-095	TITLE: (30 Characters Max)	Business English								
SEM CR HRS:	3.0	Lecture:	3.0	Lab:	0.0	ICCB Lab:	0.0	ECH:	3.0		
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate / Non-IAI	<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit	Clinical Practicum:	0.0	Work-based Learning:	0.0	WBL ECH:	0.0			
COURSE PCS #	12 - 22.0303		IAI Code	N/A			Contact Hours (Minutes/Week)				
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 Wks	300
Prerequisites:	None										
Corequisites:	None										
Catalog Description: (40 Word Limit)	Using critical thinking skills, students will study and reinforce the basics of the English language as they apply to business communications. Emphasis is placed on grammar, punctuation, spelling, word usage and sentence structure.										

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Parts of speech	20			
Sentences, spelling and capitalization	15			
Connectives, conjunctives, etc.	5			
Words frequently confused	5			
<b>TOTAL</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>

### EVALUATION

QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input type="checkbox"/>	PAPERS	<input checked="" type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input type="checkbox"/>	COMP FINAL	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>

### COURSE MATERIALS

TITLE:	Business English
AUTHOR:	Guffey & Seefer
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	13th edition
COPYRIGHT DATE:	2020

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Parts of speech	20	<ol style="list-style-type: none"> <li>Review and reinforce parts of speech, including nouns, pronouns, verbs, adjectives, adverbs and prepositions.</li> <li>Identify parts of speech.</li> <li>Apply parts of speech usage to sentence structure.</li> <li>Review nouns in their plural and possessive forms</li> <li>Review personal pronouns in objective, possessive and nominative cases.</li> </ol>
Sentences, spelling and capitalization	15	<ol style="list-style-type: none"> <li>Demonstrate sentence structure related to writing complex sentences.</li> <li>Identify frequently made sentence errors such as run-ons and fragments, spelling errors, prefix and suffix rules, irregular plurals of words and basic rules of capitalization, including nouns, regions, etc.</li> </ol>

Connectives, conjunctives, etc.	5	1. Review coordinating conjunctions, conjunctive adverbs, parenthetical expressions, and restrictive and nonrestrictive clauses and phrases.
Words frequently confused	5	1. Identify executive choice words in business writing.
	45	

Outcomes*	At the successful completion of this course, students will be able to:
Course Outcome 1	Demonstrate the content of business English and its relevance to the students and their careers.
Course Outcome 2	Create simple and complex sentences correctly.
Primary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.
Secondary Laker Learning Competency	Communication: Students communicate through the exchange of information.

*\*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency.*