



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**BUSINESS ENGLISH  
OFT1630 3 Credit Hours**

**Student Level:**

This course is open to students on the college level in either the freshman or the sophomore year.

**Catalog Description:**

**OFT1630 - BUSINESS ENGLISH (3 hrs)**

This course is designed for an intensive course in grammatical and technical principles for written business communication. Stress is placed on correct spelling, proper punctuation, and correct sentence structure. Additional emphasis will be placed on increasing proofreading skills to insure the mail ability of all written business communication.

**Prerequisites:**

None

**Controlling Purpose:**

Business English is designed to increase students' ability to use correct grammatical and mechanical principles for written business communication, including sentence structure, sentence construction, punctuation, and spelling.

**Learner Outcomes:**

Competencies will be developed in required grammatical and technical skills needed to effectively compose and transcribe written business communications.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who

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has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

<b>Grammatical and Technical Skills</b>						
Outcome: The student will develop the required grammatical and technical skills needed to effectively compose or transcribe written business communications.						
A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify parts of speech
						Use good sentence structure
						Exhibit proficiency in the use of punctuation and capitalization
						Compose brief memos and short letters
						Apply the correct spelling, pronunciation, and syllabication of frequently used and business related words
						Use appropriate vocabulary in communication skills
						Learn and apply rules for plurals, possessives, prefixes, and word endings
						Acquire a working knowledge of the definitions of frequently used and business related words
						Follow written and verbal instructions
						Apply appropriate listening skills in all situations
						Speak effectively to others using proper grammar and terminology
						Exhibit proficiency in the use of a dictionary

**Projects Required:**

Student will complete the required assignments.

**Textbook:**

Contact Bookstore for current textbook.

**Materials/Equipment Required:**

Computers and software

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.