SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 505

COURSE TITLE

BUSINESS COMMUNICATIONS 1

TYPE COURSE

NON-FEE   VOCATIONAL

CATALOG COURSE DESCRIPTION

This course is designed to provide English and communication skills specifically applied to the field of business. Instruction includes business vocabulary, sentence structure, punctuation, capitalization, misused words, spelling and dictionary usage. Emphasis is placed on developing good proofreading skills. (FT)

LECTURE/LABORATORY HOURS

    54

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
   SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication
   SDCE students demonstrate effective communication skills.
3. Critical Thinking
   SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development
   SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

Acquire the basic English language skills necessary for successful communication in business and everyday life, utilizing an adequate vocabulary, correct sentence structure, punctuation, capitalization, and spelling and extensive dictionary usage and thorough proofreading skills.

COURSE OBJECTIVES

Upon successful completion of this course, the student will be able to demonstrate the ability to:

1. Improve spelling, using the dictionary.
2. Increase vocabulary in writing assignments.
3. Show how to properly use commonly misused words.
4. Construct sentences correctly.
5. Punctuate and capitalize properly.
6. Demonstrate ability to proofread.

SECTION II

COURSE CONTENT AND SCOPE

1. Business Vocabulary
2. Construction of the Sentence
    2.1. Compound, complex and simple sentences
    2.2. Pronouns
    2.3. Subject and verbs agreement
    2.4. Parallel construction
    2.5. Adverbs
    2.6. Adjectives
3. Punctuation
    3.1. Commas, semicolons and colons
    3.2. End punctuation
    3.3. Quotation marks
4. Capitalization
5. Proofreading

COURSE CONTENT AND SCOPE (CONTINUED)

6. Spelling
   6.1. ie and ei words and other words
   6.2. Plurals
   6.3. Possessives
   6.4. Homonyms and misused words
   6.5. Prefixes and suffixes
   6.6. Spelling demons
   6.7. Word division
   6.8. Abbreviations
7. Dictionary Usage/Reference Books/Thesaurus

APPROPRIATE READINGS

1. *Business English Essentials*, latest edition, Price R. Voiles, Glencoe Publishing, latest edition
2. *Business Spelling and Word Power*, latest edition, R. McCauley and K. Slocum, Glencoe *Publishing*, latest edition
3. *Spelling for Job and Personal Use*, Merle Wood, Southwestern Publishing, latest edition

WRITING ASSIGNMENTS

Assigned reports, worksheets, sentence construction, written answers to assigned questions and other assignments utilizing the course content areas.

OUTSIDE ASSIGNMENTS

Students are expected to spend a minimum of 2 hours per day outside of class in practice and preparation for each day in class. Appropriate assignments may include, but not be limited to:

1. Related readings.
2. Preparing writing assignments.
3. Studying as needed to perform successfully in class.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Students will perform analysis and evaluation of reading and/or classroom materials and utilize this analysis in classroom discussions, writing assignments, and in performing laboratory activities. Students must select and use appropriate methods and materials needed to complete laboratory assignments.

EVALUATION

Evaluation will be based on performance in a variety of activities and assignments, such as in-class projects and writing assignments, out-of-class projects and writing assignments, quizzes, objective and essay examinations, and class participation.

EVALUATION (CONTINUED)

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction may include, but are not limited to, lecture/discussion, discussion seminar, computer assisted instruction, lab, audio-visual aids, field trips and any other unique instructional strategies as determined by each instructor.

TEXTS AND SUPPLIES

Texts:

English Made Easy, Bernadine Branshaw, Glencoe Publishing, latest edition
Punctuation, Capitalization and Handwriting for Job and Personal Use, Renae B. Humberg, Southwestern Publishing, latest edition
Easy Rules: The Comma, Kenneth El Delp, Southwestern Publishing, latest edition
Easy Rules: Word Choice, Suzanne Jentoft, Southwestern Publishing, latest edition
Easy Rules: Punctuation, Kenneth El Delp, Southwestern Publishing, latest edition
Easy Rules: Spelling, W.E. Perkins and Melba W. Benson, Southwestern Publishing, latest edition
Business English, Mary Ellen Guffey, latest edition

PREPARED BY   Office Systems Professors   DATE   April 21, 1987

REVISED BY   Stephanie Jaret   DATE   January 22, 1991

REVISED BY   Office Systems Professors   DATE   Nov. 22, 1995

REVISED BY   Carol Everette   DATE   January 24, 1996

REVISED BY   Sharian Lott   DATE   Feb 22, 2007

REVISED BY Instructional Services/SLO's Added   DATE   January 30, 2013

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog