

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: BADM 112

Credit Hours: 3-3-0

Course Title: Business English

Course Prerequisites: None

Textbook: Guffey. Business English. 13th Edition. Cengage. ISBN: 9780357667606

Course Description: Review of grammar and punctuation; vocabulary building. Emphasis on accuracy and effectiveness in business writing.

Learning Outcomes:

At the end of this course, the student will

- A. demonstrate skills utilizing business vocabulary;
- B. use the English language with the skill needed to create grammatically correct documents; and
- C. use the English language with the skill needed to communicate effectively.

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. define key business terms (A);
2. apply key business terms in documents (A, B);
3. demonstrate the basic skills required for good writing and parts of speech (B, C);
4. demonstrate proper verb usage (B, C);
5. demonstrate proper adjective and adverb usage (B, C); and
6. create documents utilizing proper punctuation (B, C).

Course Requirements:

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.
- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

Course Grading Scale:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

Attendance Policy:

Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for [Attendance Policy](#).

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

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EQUITY/COMPLIANCE COORDINATOR

Teri Bashara, Director of Human Resources Human
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