

Bossier Parish Community College Syllabus

Course Prefix and Number: BADM 112

Credit Hours: 3

Course Title: Business English

Course Prerequisites: None

Textbook: SMITH, English for Careers.

Please refer to the BPCC bookstore for the edition required during your semester of enrollment.

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:

1. Each student will complete assigned homework.
2. Each student is expected to participate in class discussions.
3. The course will have a minimum of four exams.

Course Grading:

- A. Letter grades will be assigned on a ten-point grading scale (90%-100%=A, 80%-89%=B, 70%-79%=C, 60%-69%=D, 0%-59%=F).
- B. Instructors will give at least four major tests. The last test will be a comprehensive final exam.
- C. Instructors may give unannounced quizzes and/or graded homework assignments.

Attendance Policy: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: This course is accompanied with an additional fee for supplemental materials.

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

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

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Bossier City, LA 71111

Phone: 318-678-6511

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Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.