BAT122 Business Communications Syllabus

Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

Description

This course includes the identification and use of the parts of speech, punctuation, capitalization, and numbers correctly in writing effective sentences and paragraphs. Basic spelling rules will be covered and implemented.

Textbooks

Lunsford, The Everyday Writer; Bedford St. Martin's; 2013; 5th Edition; ISBN: 978-1-4576-1266-4
Guffey and Seefer, Business English; Cengage; 2008; 10th Edition; ISBN: 978-0-324-78974-4

Student Learning Outcomes:

A.   Communicate effectively
B.   Integrate technology
C.   Learn effectively
D.   Demonstrate cooperative teamwork skills
E.   Apply safety in the workplace
F.   Think critically and creatively
G.   Demonstrate responsible work ethics

Competencies

1.   Recognize various kinds of nouns.
2.   Form the plurals and the possessive case of nouns.
3.   Use the correct forms of pronouns and their antecedents.
4.   Distinguish between main verbs and helping verbs.
5.   Identify transitive, intransitive, and linking verbs.
6.   Use verbs that agree with their subjects.
7.   Use verb tenses, principal parts, moods, and voices correctly.
8.   Ensure agreement between pronouns and their antecedents.
9.   Identify participles, gerunds, and infinitives.
10.   Use progressive emphasis correctly.
11.   Use adjectives to make accurate comparisons.

12.   Distinguish limiting adjectives from descriptive adjectives.
13.   Use adjectives effectively.
14.   Recognize adverbs and use them to make accurate comparisons.
15.   Avoid using double negatives.
16.   Recognize prepositions, phrasal prepositions, and prepositional phrases and use them appropriately.
17.   Identify objects of prepositions.
18.   Explain the uses of prepositional phrases.
19.   Identify types of conjunctions and explain their uses.
20.   Maintain parallel structure.
21.   Use interjections and multipurpose words correctly.
22.   Identify independent clauses, dependent clauses, and phrases and explain their functions.
23.   Identify declarative, imperative, exclamatory, and interrogative sentences.
24.   Identify simple, compound, complex, and compound-complex sentence structures.
25.   Use appropriate end-of-sentence punctuation.
26.   Use correct internal punctuation.
27.   Capitalize words correctly.
28.   Write numbers correctly in words, figures, or a combination of words and figures.
29.   Identify the elements that make sentences complete.
30.   Identify sentence faults.
31.   Compose sentences that express their intended meaning.
32.   Identify topic sentences and supporting sentences.
33.   Organize relevant effective sentences into paragraphs.
34.   Edit to achieve effective paragraphs.
35.   Apply skills to compose and present accurate written and oral business correspondence.
36.   Identify the meaning of verbal and nonverbal communication.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a

student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu