Course Description:

A comprehensive review of correct language usage and structure for the business world. Grammar, punctuation, homonyms, business vocabulary and frequently misspelled word are covered in the course. A grammar assessment is given.

Course Outcomes:

Upon satisfactory completion of this course the student will be able to demonstrate the following competencies:

1. The correct use of grammar in personal and business writing.

2. The correct use of punctuation, capitalization, and number style in business and personal writing.

3. Demonstrate realistic applications of current usage and style in business and personal writing.

4. Increased spelling and vocabulary development.

5. Demonstrate language skills in a context that prepares the student to succeed in today’s Internet economy and digital workplace.

Course Requirements:

Students will be required to attend class on a daily basis and are expected to complete all required tasks and tests in a timely manner. **Cell phones, pagers, etc., must be turned OFF during class.**
GRADING:

Each assignment, quiz, exam, etc., will have a total possible point value assigned to it. Completed tasks/tests will be evaluated and awarded a point value. **No late assignments, tests, quizzes will be awarded point values. Tests cannot be made up. The lowest test score for the quarter will be omitted from the final computation of total point values.**

FINAL GRADING:

Grades will be assigned as listed below based on the percentage of total points earned divided by the total number of possible points.

- **A** = 93 - 100%
- **A-** = 90 - 92%
- **B+** = 87 - 89%
- **B** = 83 - 86%
- **B-** = 80 - 82%
- **C+** = 77 - 79%
- **C** = 73 - 76%
- **C-** = 70 - 72%
- **D+** = 67 - 69%
- **D** = 60 - 66%
- **F** = Below 60%