



# **SEPTEMBER 2004**

## **CURRICULUM GUIDELINES**

- A.** Division: **INSTRUCTIONAL**                      Effective Date: **September 2004**
- B.** Department / **LANGUAGE, LITERATURE**  
Program Area: **AND PERFOR**

**H:**

**M:** Course Objectives / Learning Outcomes

The students will become aware of the need for, and learn to appreciate the value of clear, concise, courteous prose as an indispensable communications tool in business.

Special Course Objectives

By the end of the course, the students will be able to:

1. Use the correct language fundamentals in all written assignments
2. Use precise word choice in all written assignments
3. Interpret and summarize relevant business readings
4. Prepare memoranda consistent with professional standards and practice
5. Write effective business correspondence in a variety of relevant situations consistent with professional writing standards and practice
6. Prepare written reports using language conventions consistent with professional writing standards
7. Demonstrate report-writing style and format consistent with professional writing standards and practice
8. Perform primary or secondary research and analyze it for relevant data
9. Prepare a correctly written report using primary and secondary source materials relevant to the student's major program
10. Demonstrate an understanding of the importance of research and the use of research in business writing

