



MONROE COUNTY
COMMUNITY COLLEGE

Course Outcome Summary

Standard Course

ENGL 102 Business Writing

Course Information

Division	Humanities/ Social Sciences
Contact Hours	45
Total Credits	3

Prerequisites ENGL 101 or ENGL 151

Course Description

This course emphasizes communication skills for business and technical careers. Special emphases include preparing a resume, oral briefing and practicing skills for effective job interviews. Students will also develop skills in writing all types of business letters and reports.

Course Outcomes

In order to evidence success in this course, students will be able to:

1. Identify/Recognize essential rules of grammar and punctuation
2. Identify/Recognize effective strategies for doing research and evaluating sources
3. Identify/Recognize proper format for note-taking and outlining
4. Identify/Recognize proper format for MLA documentation
5. Identify/Recognize proper format for writing memoranda, reports, and business letters
6. Identify/Recognize proper formats for resumes and cover letters
7. Identify/Recognize effective strategies for revising and editing
8. Identify/Recognize effective strategies in preparing for job interviews
9. Identify/Recognize effective strategies for managing job interviews
10. Identify/Recognize effective strategies in planning for meetings
11. Identify/Recognize effective strategies for participating in meetings
12. Demonstrate/Practice the ability to write at least one capstone project (2,000+ words) or various shorter assignments, combining research, documentation, and composition skills and demonstrating evaluation and synthesis according to an assigned format
13. Demonstrate/Practice the ability to write persuasive memoranda, business letters, and a resume
14. Demonstrate/Practice the ability to role-play effective interviewer and interviewee strategies for seeking employment
15. Demonstrate/Practice the ability to plan and participate in group work by initiating and managing a problem-solving discussion in which all participants provide effective input
16. Believe/Feel/Think evaluating and synthesizing research can help to provide a useful opportunity for problem solving in the business field
17. Believe/Feel/Think effective formats and protocol provide an opportunity for persuasive communication
18. Believe/Feel/Think practicing effective job search techniques can provide an opportunity to gain confidence in persuasive writing and speaking
19. Believe/Feel/Think participating in collaborative projects can improve decision making skills and provide an opportunity to gain confidence in verbal and nonverbal communication

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