



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 151 with a grade of C or higher

Course Description

Students will prepare a resume, business letters and reports including an oral briefing to prepare for effective communication skills for business careers.

Course Outcomes

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

1. Construct persuasive formats for written communication including memoranda, reports, business letters, resumes, cover letters, and other representative written business texts and communications.
2. Implement effective strategies for revising and editing including grammar and punctuation following rules of American Standard English.
3. Establish effective strategies for planning and participating in meetings.
4. Practice effective job search techniques for seeking employment including preparing and managing job interviews.
5. Enact effective strategies for evaluating sources and synthesizing research to promote problem solving in the business field by taking notes and outlining to accurately document sources and resources.
6. Compose at least one project (as well as various other shorter business-based communications combining research, accurate documentation.
7. Demonstrate the ability to communicate orally by giving a presentation on a technical writing issue, using handouts, slides, or any other visuals.
8. 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.
9. Participate in collaborative projects to improve decision making skills and provide an opportunity to gain confidence in verbal and nonverbal communication.

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By: Jo Ellen Locher