

## BSAD B85 Business English

Student Learning Outcomes	Measure	PLO	ILO	GE
1. Distinguish between plural and possessive nouns and use the correct form in written material.	Post Test	1-3	I	N/A
		1-4	II	
		2-3	III	
		2-4		
		3-3		
		3-4		
2. Identify three groups of personal pronouns and use them as subjects, verbs, complements, or possessives in written material.	Post Test	1-3	I	N/A
		1-4	II	
		2-3	III	
		2-4		
		3-3		
		3-4		
3. Identify verb types and tenses and apply the correct form in written exercises	Post Test	1-3	I	N/A
		1-4	II	
		2-3	III	
		2-4		
		3-3		
		3-4		
4. Distinguish between adjectives and adverbs and use the correct form in written exercises.	Post Test	1-3	I	N/A
		1-4	II	
		2-3	III	
		2-4		
		3-3		
		3-4		
5. Interpret and apply difficult homonyms in written context.	Post Test	1-3	I	N/A
		1-4	II	
		2-3	III	
		2-4		
		3-3		
		3-4		
6. Distinguish between transitional and parenthetical expressions and punctuate accordingly.	Post Test	1-3	I	N/A
		1-4	II	
		2-3	III	
		2-4		
		3-3		
		3-4		
7. Distinguish between phrases and clauses and use appropriate punctuation.	Post Test	1-3	I	N/A
		1-4	II	
		2-3	III	
		2-4		
		3-3		
		3-4		
8. Identify prepositions and conjunctions and apply appropriate punctuation.	Post Test	1-3	I	N/A
		1-4	II	

		2-3 2-4 3-3 3-4	III	
9. Write the following sentence types: • simple • compound • Complex • correct subject-verb agreement • correct pronoun-antecedent agreement • passive voice • active voice	Post Test	1-3 1-4 2-3 2-4 3-3 3-4	I II III	N/A
10. Practice using commonly recognized punctuation marks (comma, semicolon, colon, question mark, quotation marks, exclamation mark, dash, and parenthesis) in written material.	Post Test	1-3 1-4 2-3 2-4 3-3 3-4	I II III	N/A

## PLOs:

### BC Administrative Office Assistant AA - PLOs

1-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing

1-2. Demonstrate minimum filing competencies

1-3. Interact effectively in oral and written communication

1-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

### BC Office Assistant COA - PLOs

2-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

2-2. Demonstrate minimum filing competencies.

2-3. Interact effectively in oral and written communication.

2-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

### BC Office Assistant JSC - PLOs

3-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

3-2. Demonstrate minimum filing competencies.

3-3. Interact effectively in oral and written communication.

3-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

**ILOs:**

- I. Think critically and evaluate sources and information for validity and usefulness.**
- II. Communicate effectively in both written and oral forms.**
- III. Demonstrate competency in a field of knowledge or with job-related skills.**
- IV. Engage productively in all levels of society – interpersonal, community, the state and nation, and the world.**

**GELOs:**

**N/A**