

Grossmont-Cuyamaca Community College District Articulation Agreement

High School Course	Credits	College Course	Units
English for Business 1, 2 (C065, C066)	10.0	BOT 110	3.0
High school(s):		College:	
Mount Miguel High School		Grossmont College	

Course Prerequisites

None

Recommended Preparation

None

College Course Description

This class is designed to provide English and communication skills for use in office occupations. Areas covered include spelling, vocabulary, language structure, mechanics of style, and writing business memos, e-mails, and letters. All memo, email, and letter assignments must be typed or prepared on a computer. This course is designed primarily for Business Office Technology students.

Required Content for Articulation

1. Overview of communication;
2. Writing for business audiences;
3. Improving writing techniques;
4. Revising and proofreading business messages;
5. Email and memorandums;
6. Routine letters and goodwill messages;
7. Persuasive messages;
8. Negative messages;
9. Communicating for employment.

Required Competencies (SLOs) for Articulation

Upon completion of this course, our students will be able to do the following:

1. Create business emails and letters using acceptable language and formats.
2. Compose resume and job application letters to obtain employment. Emphasis on spelling, vocabulary, language structure and mechanics of style.

Assessment Methods

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system. Assessments may include the following:

1. Essay and object quizzes, tests, including a written final exam.
2. Written homework assignments.
3. Group projects and participation.

