COURSE OUTLINE

Computer Applications & Business Office Technologies 103 Business Vocabulary Development

I. Catalog Statement

Computer Applications & Business Office Technologies 103 is designed to develop skill in the acquisition and proper use of English vocabulary used in business communications. Both general and specialized vocabularies specific to business professions are covered. In addition, methods for independent study are explored to promote vocabulary expansion beyond the classroom.

Units—3.0 Lecture hours—3.0

Prerequisite: Eligibility for ESL 133 or English 189.

II. Course Entry Expectations

Skills Level Ranges: Reading 4; Writing 4; Listening-Speaking 4; Math 1.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- 1. use reference materials that cover appropriate standards of spelling and pronunciation;
- 2. comprehend the relationship between the spelling and pronunciation of words and the role they play in sentences;
- 3. combine word roots, suffixes, prefixes;
- 4. execute changes in word forms;
- 5. demonstrate techniques for the independent acquisition of vocabulary beyond word lists provided in the text and other class materials;
- 6. assemble a broad business vocabulary, including terms from fields such as accounting, computer science, law, marketing, real estate, etc.;
- 7. demonstrate critical thinking in exercises and tests that require the student to select optimum word usage in their written and oral communication.

IV. Course Content

Total Contact Hours = 48

A. Overcoming spelling pitfalls

12 hours

- 1. Pronunciation
- 2. Derivatives
- 3. Word discrimination

B. Building vocabulary through language structure

20 hours

- 1. Nouns
 - a. Forming plurals
 - b. Forming possessives
 - c. Noun endings
- 2. Pronouns

- a. Pronoun agreement with antecedents
- b. Use of subjective or objective case
- c. Possessive pronouns
- 3. Adjectives and Adverbs
 - a. Forming adverbs
 - b. Forming adjectives
- C. Specialized vocabulary study and application

16 hours

- 1. Accounting and finance
- 2. Computer Science
- 3. Insurance, investments, and real estate
- 4. Law and government
- 5. Management, labor relations, economics
- 6. Marketing, distribution, international business, and advertising

V. Methods of Presentation

The following instructional methodologies may be used in the course:

- 1. lecture/demonstration;
- 2. interactive discussion;
- 3. hands-on activities;
- 4. online.

VI. Assignments and Method of Evaluation

- 1. Quizzes (e.g. recognition of business vocabulary words and definitions, including office-related terms, computer terms, legal terms, and some medical and technical terms).
- 2. Unit tests.
- 3. Final examination.

VII. Textbook

McWhorter, Expanding Your Vocabulary, Current ed.

New York: Pearson Longman Publishing, 2009.

12th Grade Textbook Reading Level. ISBN 0-205-64586-0.

VIII. Student Learning Outcomes

Upon successful completion, the student will be able to:

- 1. demonstrate the usage of reference materials that cover appropriate standards of spelling and pronunciation
- 2. associate the relationship between the spelling and pronunciation of words and the role they play in sentences
- 3. demonstrate techniques for the independent acquisition of vocabulary beyond word lists provided in the text and other class materials