Course Title: Basic Grammar for Business I
Prefix and Course Number: BT 104

Course Description:
Basic Grammar for Business I (5 cr) This course reviews the fundamentals of grammar including basic parts of speech, writing simple sentences, and subject/verb identification and agreement. Prerequisite: Reading assessment score of 20-39 percentile; concurrent enrollment in BT 151. (SCC)

Course Learning Outcomes:
By the end of this course, a student should be able to:

- Comprehend the content and use of a dictionary and reference manual
- Identify and correct common errors in spelling and word use.
- Understand and use basic business vocabulary
- Recognize the difference between a sentence and a sentence fragment and correct common fragments.
- Identify various parts of speech in a sentence and use them to correct basic errors in writing.

Course Outline: