

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title: Grammar for Business Prefix and**  
**Course Number: BT 105**

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Use online and print reference materials effectively in writing business messages.
- Identify and correct common errors in business English.
- Write clear, logical, and complete sentences and paragraphs in business messages.
- Utilize critical-thinking and problem-solving skills with business communication.

**Course Outline:**

- I. Parts of Speech
- II. Sentence Structure
- III. Usage/Error Patterns
  - a. Nouns
  - b. Pronouns
  - c. Verbs
  - d. Modifiers
  - e. Prepositions
  - f. Conjunctions
- IV. Punctuation