Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: BT 107

Course Title: **Business Communications**

Version Date: **4/26/2019**

Course Learning Outcomes:

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

1. Properly use grammar rules in business writing.
2. Identify and correctly use the parts of speech in business writing,
3. Identify common grammatical errors that detract from the professionalism of business documents.
4. Demonstrate proficiency of punctuation, capitalization, and number expression used in business writing.