Business English Grammar & Composition - EN107

Section: EN107 816261S Online
Credit Hours: 3.00
Course Description: Build language confidence in standard English through greater fluency and accuracy using principles of grammar and mechanics of writing such as punctuation, spelling, capitalization, and sentence structure. Analyze and practice sentence construction using business-related vocabulary. Develop proofreading and editing skills. Compose effective sentences applicable to technical and business writing. Incorporate APA documentation style in research writing. This course is recommended for business and career technical education students who need more experience in business English prior to their work experience. This course does not meet English requirements for the Associate of Arts degree or Associate of Science degree.
WHEN Start Date: 08/19/2026 End Date: 12/10/2026
Days:
Arranged
Arranged

INSTRUCTOR
FRANCES JOHANNSEN
BOOKS
Title: (CU) BUSINESS ENGLISH 14TH Edition
Author: GUFFEY & SEEFER
Required: Yes
Title: (CU) CENGAGE ENGLISH HANDBOOK 2ND Edition
Author: CENGAGE
Required: Yes