



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Business Communication
Course Number: ENG230

Required Materials

Textbook(s): Kolin, Philip C. *Successful Writing at Work*. Concise Fourth Edition. Boston: Houghton Mifflin Company, 2015.

Required Readings:

Additional Materials:

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

16-week Calendar

Week	Chapter/Topic/Lab
1	The Writing Process Chapter 1 Getting Started: Writing and Your Career Chapter 2 The Writing Process and Collaboration at Work
2	The Writing Process Chapter 1 Getting Started: Writing and Your Career Chapter 2 The Writing Process and Collaboration at Work
3	Correspondence Chapter 3 E-Communications at Work Chapter 4 Preparing Correspondence
4	Correspondence Chapter 3 E-Communications at Work Chapter 4 Preparing Correspondence
5	Collaborative Writing Chapter 2 The Writing Process and Collaboration at Work
6	Collaborative Writing Chapter 2 The Writing Process and Collaboration at Work
7	Dossier Chapter 5 How to Get a Job
8	Dossier Chapter 5 How to Get a Job
9	Research, Documentation, and Visuals Chapter 6 Designing Successful Documents, Visuals, and Websites
10	Research, Documentation, and Visuals Chapter 6 Designing Successful Documents, Visuals, and Websites
11	Summaries and Instruction

Week	Chapter/Topic/Lab
	Chapter 7 Writing Instructions and Procedures
12	Summaries and Instruction Chapter 7 Writing Instructions and Procedures
13	Proposal and Long Report Chapter 8 Writing Effective Short Reports and Proposals Chapter 9 Documenting and Writing Effective Long Reports Chapter 10 Making Successful Presentations at Work
14	Proposal and Long Report Chapter 8 Writing Effective Short Reports and Proposals Chapter 9 Documenting and Writing Effective Long Reports Chapter 10 Making Successful Presentations at Work
15	Proposal and Long Report Chapter 8 Writing Effective Short Reports and Proposals Chapter 9 Documenting and Writing Effective Long Reports Chapter 10 Making Successful Presentations at Work
16	Proposal and Long Report Chapter 8 Writing Effective Short Reports and Proposals Chapter 9 Documenting and Writing Effective Long Reports Chapter 10 Making Successful Presentations at Work

8-week Calendar

Week	Chapter/Topic/Lab
1	The Writing Process Chapter 1 Getting Started: Writing and Your Career Chapter 2 The Writing Process and Collaboration at Work
2	Correspondence Chapter 3 E-Communications at Work Chapter 4 Preparing Correspondence
3	Collaborative Writing Chapter 2 The Writing Process and Collaboration at Work
4	Dossier Chapter 5 How to Get a Job
5	Research, Documentation, and Visuals Chapter 6 Designing Successful Documents, Visuals, and Websites
6	Summaries and Instruction Chapter 7 Writing Instructions and Procedures
7	Proposal and Long Report Chapter 8 Writing Effective Short Reports and Proposals Chapter 9 Documenting and Writing Effective Long Reports Chapter 10 Making Successful Presentations at Work
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