ADSC 1031: Business English Skills

A. COURSE DESCRIPTION
   Credits: 3
   Lecture Hours/Week: 3
   Lab Hours/Week: 0
   OJT Hours/Week: *.*
   Prerequisites: None
   Corequisites: None
   MnTC Goals: None
   This course is designed to provide an in-depth study of English as used in a business setting. This review will include the use of many practical applications of grammar, word, and language mechanics such as punctuation, capitalization, and spelling. (Prerequisites: None) (3 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/17/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS
   1. Grammar
   2. Punctuation
   3. Vocabulary building
   4. Communications

D. LEARNING OUTCOMES (General)
   1. Identify parts of speech and understand how they function in sentences.
   2. Write complete sentences avoiding fragments, comma splices, and run-ons.
   3. Employ nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, and interjections correctly in oral and written communication.
   4. Develop proficiency in punctuation, capitalization, and number style skills.
   5. Demonstrate realistic applications of current usage and style in today's workplace.
   6. Utilize improved vocabulary, spelling, and editing skills.
   7. Demonstrate professionalism in all course email, discussion board, and classroom communications.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted