

Anoka Technical College

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 e-mail, 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