

Dakota County Technical College

ADTC 1010: Business English Skills

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is an extensive, comprehensive study of English grammar, spelling, word usage, punctuation, number usage, capitalization and abbreviation rules, and proofreading.

B. COURSE EFFECTIVE DATES: 05/21/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. apply abbreviation rules
2. apply capitalization rules
3. apply number rules
4. apply spelling rules
5. apply word usage rules
6. avoid sentence fragments and run-ons
7. correct capitalization errors
8. correct comma errors
9. correct consistency errors
10. correct grammar errors
11. correct letter and memo formatting errors
12. correct number errors
13. correct punctuation errors
14. correct spelling and word division errors
15. correct typographical errors
16. identify sentence types
17. identify words that enrich sentences
18. identify words that make sentences
19. make subject and verb agree
20. proofread statistical and technical documents
21. select correct modifier
22. select correct pronoun
23. use apostrophes
24. use commas
25. use correct terminal punctuation
26. use correct verb
27. use dashes, parentheses, and diagonals
28. use hyphens
29. use reference materials
30. use semicolons and colons
31. use underscores and quotation marks
32. use words that build sentences

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted