

Miami-Dade Community College
OST 1330 - BUSINESS ENGLISH

Course Description: Business English covers the study of the principles and rules of punctuation, capitalization, spelling, and grammar. The course emphasizes the application of these principles to enable the student to use correct English and to develop good communication skills.

3 Credits

Prerequisites and Corequisites: None

Course Competencies:

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| Competency 1: | The Student will identify parts of speech by the way the words are used in particular sentences by <ol style="list-style-type: none">a. applying principles of standard English to form plurals of nouns, write compound nouns, and capitalize nounsb. using pronouns according to the principles of standard English acceptable to most business and professional people todayc. using verbs and subjects expressing correctly the time of the action and the agreement to the subjects in number and persond. distinguishing between adjectives and adverbs and know when to use theme. distinguishing between possessive nouns and possessive plurals and know when to use them |
| Competency 2: | The Student will demonstrate the ability to use a dictionary by <ol style="list-style-type: none">a. locating the various kinds of information included in a dictionaryb. interpreting the symbols, abbreviations, and special terms used in a dictionaryc. choosing the English usage based on the information in the dictionaryd. understanding the meanings of more words and spelling more accurately than before taking this course |
| Competency 3: | The Student will recognize and construct complete sentences by <ol style="list-style-type: none">a. identifying and correcting the fragment, the run-on, and the comma spliceb. constructing clear, complete sentences and ending them at the appropriate placesc. using punctuation marks exactly where they belong |

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.