

COURSE OUTLINE

OFFI-176

English for the Office Professional

3 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to demonstrate an understanding of English. This includes correctly using all parts of speech and applying grammar and punctuation rules. (3 hours weekly)

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Correctly use nouns, pronouns, adjectives, verbs, adverbs, prepositions and conjunctions when writing business sentences.
2. Correctly use commas, semicolons, hyphens, and end-of-sentence punctuation marks when writing business sentences.
3. Correctly use possessives when writing business sentences.
4. Correctly apply capitalization and number rules.

Major Topics

1. Common, proper, collective, plural, and possessive nouns
2. Pronouns
3. Adjectives
4. Verbs (including infinitives, participles, and gerunds)
5. Adverbs
6. Prepositions
7. Conjunctions
8. Commas, semicolons and colons
9. Quotation marks, dashes, parentheses, apostrophes and hyphens
10. Periods, question marks, and exclamation points
11. Capitalization rules
12. Number rules

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:

1. Written tests
2. Computer hands-on tests
3. Projects

Other Course Information

Call 410-772-4876 between 9:00 a.m. and 3:00 p.m. for more information about this course or to register for this course.