

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

<b>SUBJECT AREA</b>	<u><b>Business Management</b></u>
<b>COURSE RUBRIC AND NUMBER</b>	<u><b>POFT 1301</b></u>
<b>COURSE TITLE</b>	<u><b>Business English</b></u>
<b>COURSE CREDIT HOURS</b>	<u><b>3      3    :    0</b></u> Credits Lec Lab

**I. Catalog Description**

Provides introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.(3:0).

**II. Course Objectives**

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

- A. Use a dictionary to determine spelling, meaning, pronunciation, syllabication, accent, word usage, and word history.
- B. Define the eight parts of speech and explain how they function in sentences.
- C. Identify basic sentence elements.
- D. Identify and apply punctuation and capitalization rules.
- E. Use the correct form of numbers, dates, symbols, weights, measurements, and fractions.
- F. Identify the characteristics of e-mail messages and memos.
- G. Compose business letters.

**III. THECB Learning Outcomes (WECM)**

- 1. Apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing.
- 2. Develop proofreading and editing skills.
- 3. Write sentences and paragraphs.

**IV. Evaluation**

A. Evaluation Methods

Evaluation will be based on chapter exams, quizzes, chapter assignments, writings assignments, and a final exam.

B. Grading Scale

The final grade report will be based on the percentage of total points earned.

Percentage	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and below	F

**V. Disability Statement (American with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

**VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.