

El Paso Community College

Syllabus

Part II

Official Course Description

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