

El Paso Community College
Syllabus
Part II
Official Course Description

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| 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 (Americans 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.