

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u><b>Fashion Technology</b></u>
<b>COURSE RUBRIC AND NUMBER</b>	<u><b>FSHN 2380</b></u>
<b>COURSE TITLE</b>	<u><b>Cooperative Education - Apparel and Textile Manufacture</b></u>
<b>COURSE CREDIT HOURS</b>	<u><b>3      1    :    15</b></u> <b>Credits   Lec      Lab</b>

### I. Catalog Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **Prerequisite: FSHN 1322. (1:15).**

### II. Course Objectives

- A. Unit I. Job Market and Company Research
1. Identify and analyze the local job market for his/her specialty or career goal.
  2. Utilize resources such as manufacturers' and retailers' associations and professional organizations to identify potential employers in the national job market.
  3. Identify the organization and the potential employment opportunities of the manufacturer, wholesaler, retailer and support industries.
  4. Diagram an organizational chart.
- B. Unit II. Professional Business Skills
1. Prepare a clear and concise resume, professional data sheet, and letter of application.
  2. Employ professional telephone and email etiquette.
  3. Demonstrate effective interviewee skills.
  4. Follow business etiquette in appearance and demeanor.
  5. Exhibit a positive work ethic.
  6. Project an assured, professional image.
  7. Maintain professional relationships.
  8. Demonstrate initiative, assertiveness, and ethical behavior.
  9. Demonstrate organizational and follow-through skills.
- C. Unit III. Work Experience
1. Demonstrate his/her commitment to a career in Fashion Illustration or Fashion Merchandising by completing a 240-hour internship with wholesalers, retail department stores, advertising departments, or other agencies. (Specific goals will depend upon placement and student needs.)
  2. Follow company procedures regarding job responsibilities, punctuality, and obligation to

- the company.
- 3. Demonstrate effective employee relations.
- 4. Demonstrate effective customer relations and public relations skills.
- 5. Practice loss prevention techniques as they pertain to shrinkage, internal theft, mismarked goods, improper receiving, point-of-sale errors, and returned goods.
- 6. Respect company property, including goods, facilities, and supplies.
- 7. Perform the functions of physical inventory, re-merchandising, and stock rotation.
- 8. Follow all federal, state, and local safety standards.

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

- 1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- 2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **IV. Evaluation**

A. Grade percentages for determining course grades may be devised by the individual instructor.

B. Grading Scale:

A = 93 - 100

B = 83 - 92

C = 73 - 82

D = 68 - 72

I = INCOMPLETE

W = WITHDRAWN

F = BELOW 68

### **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.

### **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The

Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.