

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

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.
2. Utilize terminology applicable to technical and business writing.
3. Develop proofreading and editing skills.
4. 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.

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.