<table>
<thead>
<tr>
<th>Course Title:</th>
<th>English for Professional Success: Business and Restaurant Management/ Engineering and Computer Science/ Nursing, Natural Sciences, and Psychology/ Criminal Justice, Pre-Law, History, and Political Science/ Still Exploring, Communication, Education, and Art</th>
<th>Term/ Semester/Year:</th>
<th>Spring 2010</th>
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<tbody>
<tr>
<td>Course Catalog Number:</td>
<td>EPS 1101/EPS 1102/EPS 1103/EPS 1104/EPS 1105</td>
<td>Instructor:</td>
<td>Staff</td>
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**Course Description:**
An English for Specific Purposes class and English for Academic Purposes lab

**Prerequisites (If any):**
(Co-requisite: EPS 1111/EPS 1112/EPS 1113/EPS 1114/EPS 1115 lab)
For Undergraduate students only

**Goals and Objectives:**
Students will be able to

- Write a 3-page (undergraduate) academic research paper expressing clearly stated ideas that are adequately developed and supported using appropriate vocabulary and complex syntax, correct standard grammar, and the correct APA format.
- Write informal/formal business report(s) using proper business writing style (executive summary, table of contents, etc.)
- Write business e-mail/memorandum using proper business style.
- Create resume, application letter and job correspondence and participate in a mock interview as part of a job searching process.
- Work collaboratively on developing and presenting class assignments.
- Use technology when submitting written assignments and presenting reports/research.
- Read complex content area texts and demonstrate understanding of the skill through paraphrasing and answering a series of relevant text explicit, text implicit and experience-based questions.
- Read and interpret charts and other visuals.
- Take effective notes, follow directions, formulate, and pursue questions appropriately.
- Participate in classroom and on-line discussions on a variety of topics using appropriate vocabulary/register and/or adequate pronunciation.
- Demonstrate understanding of the American culture and the business/engineering/computer science/nursing/natural sciences/psychology/political
science/communication/ education/art and so on, sub-culture.

| Course Topics: | Class:  
| | Communicating in Today’s Workplace  
| | The Writing Process: Business  
| | Communicating at Work  
| | Professionalism, Teamwork, Meetings, and Speaking Skills  
| | Reporting Workplace Data  
| | Employment Communication  
| Lab:  
| | Writing a Paragraph and Sentence Structure  
| | Structure, Unity and Coherence, Supporting details  
| Writing an Essay  
| | Process Essays, Cause/Effect Essays, Comparison/Contrast Essays, Argumentative Essays  
| Doing APA Research  
| | Paraphrase and Summary, Research and Documentation of Sources  