



Password Technical College
44 Calle Dr. Santiago Veve
San Germán, PR 00683
<http://passwordtech.edu20.org>

SYLLABUS

GENERAL INFORMATION

Course Title: Commercial English

Code: GENE 1010

Contact Hours: 45

Academic Term: 13/Dic/2021 to 22/Dic/2021

Professor: Joel Vargas

E-Mail: jvargas@passwordpr.com

COURSE DESCRIPTION

Dissimilarities between a language impede communication for employee who grew up speaking a language other than English. This can damage what would otherwise be a productive relationship. This course will help fill gaps in communication skills through instruction and exercises. This course is written for people with intermediate competency in second language. Clear intent and speaking, listening, reading, and writing will be covered.

OBJECTIVE

- Student will acknowledge existing skills in the areas of speaking, Listening, Reading and Writing.
- Students will recognize gaps in skills compared to workplace communication needs.
- Student will understand cultural and workplace communication needs.
- Student will understand cultural and workplace influences on communication and how to function withing them.
- Student will learn and practice effective skills for oral and written communication, including technical forms such as email and video conferencing.
- Student will develop and individual action plan for continued skill reinforcement and growth.



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CONTENT

- Self-Awareness
- The importance of self-awareness.
- What is self-awareness.
- Definitions of Self Awareness and two types of self-aware- How to Increase Self-awareness.
- Understanding our personality.
- Desirable vs Undesirable characteristics.
- Words and positive workplace culture.
- Culture: Your Environment for People at Work and concepts.
- How to Create a Positive Workplace Culture?
- 13 Simple Ways You Can Have More Meaningful Conversations.
- How can you have more productive discussions?
- High performance & leadership and Productive conversations.
- Individual Action Planning.
- Putting Words to Work- Sentence Structure
- Taking Message
- Wordsmith's Tool Box

EVALUATION CRITERIA

Days	Modules	Works
Class #1 Module 1	<ul style="list-style-type: none"> • Self-Awareness • The importance of self-awareness. • What is self-awareness. 	<ul style="list-style-type: none"> • Pre-Test Comprehension Test
Class #2 Module 1	<ul style="list-style-type: none"> • Definitions of Self Awareness and two types of self-awareness. • How to Increase Self-awareness. • Understanding our personality. • Desirable vs Undesirable characteristics. 	<ul style="list-style-type: none"> • Assessment 1- Electricity Question
Class #3 Module 2	<ul style="list-style-type: none"> • Words and positive workplace culture. • Culture: Your Environment for People at Work and concepts. • How To Create A Positive Workplace Culture? 	<ul style="list-style-type: none"> • Quiz 1- Simple Tense and Present Progressive
Class #4 Module 3	<ul style="list-style-type: none"> • 13 Simple Ways You Can Have More Meaningful Conversations. • How can you have more productive discussions? 	<ul style="list-style-type: none"> • Examen 1- Grammar Verb Tense



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Class #5 Module 3	<ul style="list-style-type: none">• High performance & leadership and Productive conversations.• Individual Action Planning.	<ul style="list-style-type: none">• Quiz 2- Informal Letters
Class #6 Module 4	<ul style="list-style-type: none">• Putting Words to Work- Sentence Structure	<ul style="list-style-type: none">• Assessment 2- Electric Installation
Class #7 Module 4	<ul style="list-style-type: none">• Taking Message• Wordsmith's Tool Box	<ul style="list-style-type: none">• Post-Test Comprehension• Final Exam



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EVALUATION CRITERIA

CRITERIA	Grade total
1 Mid-Term Exam	100
1 Final Exam	100
Quizzes	100
Assessment 1-2	100
Total	400

*4 Points less for each absence. 100 Points when starting the course.

*Assignments are always due in class on the day designated. You are responsible for any work lost due to technical problems, etc. Late papers will lose a letter grade for each day that they are late. Any exceptions must be properly documented and discussed in advance for an extension to be arranged.

EDUCATIONAL RESOURCES

- Stocker, D. & G. (2012). Learn English with laughter, Part 1. Canada

NOTES

Reasonable Accommodation: Any student who requires reasonable accommodation must request them at the beginning of the course or as soon acquire the required knowledge that through the Professor in charge and be notifying the Academic Director.

Honesty, fraud, plagiarism: Dishonesty, fraud, plagiarism and any other inappropriate behavior about the student's academic performance, constitute violations of the catalog of the institution, its Rules of Conduct and Duties of Student. Major infractions, as provided in the catalog may result in the suspension of the institution for a defined time or permanent expulsion as stipulated in the Rules of Conduct and Duties of Student.