**Password Technical School**

**P.O. Box 5000-462**

**44 Calle Dr. Veve San German, PR,00683**

[**www.passwordtech.org**](http://www.passwordtech.org)

**787-892-7947**

**SYLLABUS**

**GENERAL INFORMATION**

Title Course: Commercial English for Electrician

Code: Gene1010

Clock hours: 56.25

Email: lrivera@passwordpr.com

Credit: 3

**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.

**CONTENT**

* Self-Awareness – skills of Self and Others Marijuana.
* 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
* Classroom – The functional structure of the mind – a spiritual perspective
* 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
* Puerto Rican Culture – A Melting Pot of Influential Lifestyle
* Non-verbal Communication of Puerto Ricans
* Are Companies More Productive in a Pandemic?
* What to Do When Your Coworker Brings Up Politics
* Telephone / Video conferencing
* Telephone Courtesies
* Taking Message
* Wordsmith’s Tool box
* Putting Words to Work- Sentences Structure
* Sentences Structure
* Individual Action Planning

**EVALUATION CRITERIA**

|  |  |  |
| --- | --- | --- |
| CRITERIA | POINTS |  |
| 4 partial exams | 100 e/o | * Presential * Or online |
| Short quizzes | * Variated score * Material of the class * Pass or present | * Group or Individual |
| 1 special task | 100 | * Final material |
| Attendance | 100 | * Start with 100 pts * 5 pts less for each absence or three late attendance. |

**EDUCATIONAL RESOURCES**

Velsoft ( n.d.) English for business

[**www.passwordtech.edu20.org**](http://www.passwordtech.edu20.org)

**Notes:**

**REASONABLE ACCOMODATIONS:**

Any student who requires reasonable accommodation must request it at the beginning of the course or as soon as he requires the required knowledge, through the Professor in charge and notifying the Academic Director.

**HONESTY,FRAUD,PLAGARISM:**

Dishonesty, fraud , plagiarism and / or any other inappropriate conduct in relation to the student academic performance , constitute violations of the catalog, its Rules of Conduct and Student Duties. Mayor infractions, as provided in the catalog, may result in suspension from the institution for a defined period or permanent expulsion as stipulated in the Rules of Conduct and Student Duties**.**