

## Grossmont-Cuyamaca Community College District Articulation Agreement

High School Course	Credits	College Course	Units
English for Business 1, 2 (C065, C066)	10.0	BOT 110	3.0
<b>High school(s):</b>		<b>College:</b>	
Grossmont High School		Grossmont College	

### **Course Prerequisites**

None

### **Recommended Preparation**

None

### **College Course Description**

This class is designed to provide English and communication skills for use in office occupations. Areas covered include spelling, vocabulary, language structure, mechanics of style, and writing business memos, e-mails, and letters. All memo, email, and letter assignments must be typed or prepared on a computer. This course is designed primarily for Business Office Technology students.

### **Required Content for Articulation**

1. Overview of communication;
2. Writing for business audiences;
3. Improving writing techniques;
4. Revising and proofreading business messages;
5. Email and memorandums;
6. Routine letters and goodwill messages;
7. Persuasive messages;
8. Negative messages;
9. Communicating for employment.

### **Required Competencies (SLOs) for Articulation**

Upon completion of this course, our students will be able to do the following:

1. Create business emails and letters using acceptable language and formats.
2. Compose resume and job application letters to obtain employment. Emphasis on spelling, vocabulary, language structure and mechanics of style.

### **Assessment Methods**

*A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system. Assessments may include the following:*

1. Essay and object quizzes, tests, including a written final exam.
2. Written homework assignments.
3. Group projects and participation.

**Texts and other supporting materials (software, etc.)**

1. Guffey, Mary Ellen. Essentials of Business Communication. 6<sup>th</sup> edition. Cincinnati, OH: South-Western College Publishing, 2004.

**Criteria for Course Articulation**

1. High school and college teachers attend articulation meetings to determine curriculum alignment and articulation competency rubric.
2. Student must pass high school course with a grade of **"B" or higher for BOTH semesters** of the high school course and have mastered course competencies as identified in the articulation competency rubric.

Agreement was based on Statewide Career pathways Project Template: Yes  No

Articulation meeting held: **December 2019**

Effective date: **December 2019**

Expiration date: **December 2022**

**High School Signatures**

**College Signatures**

Nicole A. Thren 1/14/20  
 Teacher Date

Mark A. Pressnell 2/11/20  
 Instructor/Division Chair, Grossmont College Date

Nicole A. Thren  
 Teacher (print name)

Mark Pressnell  
 Instructor/Division Chair (print name)

[Signature] 1/14/20  
 Principal Date

Dr. Javier Ayala  
 Dean of Career Education, Grossmont College Date

Dan Barns  
 Principal (print name)

Dr. Javier Ayala  
 Dean of Career Education (print name)

Grossmont High School  
 High School