

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: EAP 075		Number of Credits: 3 Course credit policy (105)													
Course Full Title: Foundations of English for Business and the Workplace Course Short Title: Foundations Business English															
Faculty: Faculty of Education, Community, & Human Dev.		Department/School: Access, Information, and Lifespan Learning													
Calendar Description: For students intending to pursue a credential related to business or currently working in a business environment, including small or new businesses. Written and oral communication and interactive expectations common in business culture. Professional individual and group presentations.															
Prerequisites (or NONE):		One of EAP 064, placement by department assessment, or one of the following test scores: IELTS (Academic) score of 5.5 or higher with a minimum band score of 5.0, TOEFL iBT score of 71 or higher with no section below 16, EIKEN Grade 2A with CSE total score 2400 or with Stage 1 total score result 65, PTE score of 46 with 44 in writing, LPI essay score of 18 (level 3), or CLBPT/CLBPA 7 overall with no skill less than 7. Other assessments may be used to demonstrate English proficiency. Please contact upgrading@ufv.ca if a different assessment has been completed.													
Corequisites (if applicable, or NONE):		None													
Pre/corequisites (if applicable, or NONE):		None													
Antirequisite Courses (<i>Cannot be taken for additional credit.</i>) Former course code/number: ESL BU75 Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Annually Maximum enrolment (for information only): 24													
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar</td> <td>45</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Total hours</td> <td>45</td> </tr> </table>		Lecture/seminar	45									Total hours	45	Prior Learning Assessment and Recognition (PLAR) PLAR cannot be awarded for this course because: Developmental upgrading courses are not eligible for PLAR.	
Lecture/seminar	45														
Total hours	45														
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: No		Transfer Credit (See bctransferguide.ca) Transfer credit already exists: No Submit outline for (re)articulation: No <i>(If yes, fill in transfer credit form.)</i>													
Department approval		Date of meeting: September 19, 2025													
Faculty Council approval		Date of meeting: November 14, 2025													
Undergraduate Education Committee (UEC) approval		Date of meeting: January 30, 2026													

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Analyze business and workplace texts for clarity, logic, organization and effectiveness.
2. Use text-based communication templates and forms that are common in business including memos and reports.
3. Communicate professionally using e-mail and other electronic media and platforms.
4. Work collaboratively to research, develop, present, and defend a business plan or workplace project.
5. Use effective communication strategies in a variety of interpersonal situations.
6. Communicate using vocabulary and phrasing common in various business and workplace settings.
7. Practice culturally appropriate and respectful methods of addressing Indigenous Peoples and territories.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Quizzes/tests/midterm:	15%	Assignments:	25%	Project:	60%
	%		%		%

Details:

Individual presentation and reflection: 15%

Team presentation and reflection: 15%

Case study final project and reflection: 30%

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Mini-lectures, in-class discussions, pair and group work, assigned readings, student-led activities, videos, and online learning.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. OER	Cruthers, A.	Business Writing for Everyone https://kpu.pressbooks.pub/businesswriting/	current
2. Textbook	Baade, K., Duckworth, M., Grant, D. et al	Business Result Advanced, Oxford ELT	current
3. Online resource	Government of Canada – Business and Industry	Planning a business https://www.canada.ca/en/services/business/start/planning.html	current
4. OER	University of Minnesota Libraries	Communication for Business Success https://biz.libretexts.org/Bookshelves/Business/Business_English_and_Communication/Communication_for_Business_Success_(LibreTexts)	current
5. OER	ecampusOntario	Fundamentals of Business: Canadian Edition https://ecampusontario.pressbooks.pub/businessfuncdn/front-matter/business-fundamentals-canadian-edition-2018/	current

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)***Course Content and Topics**

- Identifying and using common business forms and templates
- Commonly used business vocabulary and phrasing
- Business communication: writing clearly and effectively
- Researching products and companies
- Developing marketing plans
- Establishing and maintaining a respectful workplace environment
- Small group collaboration models
- Online collaboration techniques
- Effective oral communication strategies for a variety of purposes
- Defending and critiquing a business plan
- Telephone skills and expectations
- Professional presentation tools and strategies