

Administrative Master Syllabus

Course Information

Course Title	Business Report Writing & Correspondence
Course Prefix, Num. and Title	BUSI 2304 Business Report Writing & Correspondence
Division	Technology and Business
Department	Business Office Technology
Course Type	Academic General Education Course (from ACGM, but not WCJC Core)
Course Catalog Description	(Capstone Course) Theory and applications for technical reports and correspondence in business.
Pre-Requisites	TSI ELAR (Reading and Writing) requirement met, and POFT 1301 or ENGL 1301
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:3:0
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Division Chair:	David Kucera, Technology & Business Division Chair	03-30-2023



Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Business correspondence
2. Technical reports

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

Compose a variety of business letters and correspondence.

Methods of Assessment:

Homework
 Quizzes
 Exams
 Final Exam

Required text(s), optional text(s) and/or materials to be supplied by the student:

Text: The most recent edition of Essentials of Business Communication, Mary E. Guffey, Southwestern-Cengage.

Suggested Course Maximum:

35

List any specific or physical requirements beyond a typical classroom required to teach the course.

None

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Homework.....30%
 Discussions10%
 Quizzes10%
 Exams30%
 Final Exam20%

If your score is Your grade is:

90% up to 100% ..A
 80% up to 89%B
 70% up to 79%C
 60% up to 69%D
 59% or belowF



**Wharton County
Junior College**

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist