

## Administrative Master Syllabus

### Course Information

<b>Course Title</b>	Business English
<b>Course Prefix, Num. and Title</b>	POFT 1301 Business English
<b>Division</b>	Technology and Business
<b>Department</b>	Business Office Technology
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.
<b>Pre-Requisites</b>	None
<b>Co-Requisites</b>	None

### Semester Credit Hours

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

### Approval Signatures

Title	Signature	Date
<b>Division Chair:</b>	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. Parts of speech
2. Sentences
3. Nouns
4. Pronouns
5. Verbs
6. Subject verb agreement
7. Modifiers: adjectives and adverbs
8. Prepositions
9. Conjunctions
10. Commas
11. Semicolons and colons
12. Other punctuation
13. Capitalization
14. Numbers

### **Course Learning Outcomes:**

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

Apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write sentences and paragraphs.

#### **Methods of Assessment:**

Exams  
Homework  
Quizzes  
Final Exam

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

Required Text: Most recent edition of Business English, Mary Ellen Guffey, Cengage.

### **Suggested Course Maximum:**

35

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

None



## Wharton County Junior College

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

- 30% Exams
- 10% Discussions
- 30% Homework
- 10% Quizzes
- 20% Comprehensive Final Exam

The following grading scale will be used to determine grades for the class.

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 below F

### 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