Wharton County Junior College

Administrative Master Syllabus

Course Information

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

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	3:3:0
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
Department Head:	Celine Siewert, Business Office Technology Program Director	06/01/2025
Division Chair:	David Kucera, Technology & Business Division Chair	06/01/2025
VPI:		

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
- Write sentences and paragraphs

Methods of Assessment:

- Unit Exams
- Homework
- Quizzes
- Discussions
- Comprehensive 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

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

30-40% Unit Exams
10-20% Discussions
20 – 40% Homework
10-20% Quizzes
10-20% 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