Wharton County Junior College

Administrative Master Syllabus

Course Information

Course Title	Business English
Course Prefix, Num. and Title	POFT 1301 Business English
Division	Technology & 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
Prepared by:	Celine Siewert Digitally signed by Celine Siewert DN: cn=Celine Siewert, o, ou, email=siewertc@wcjc.edu, c=US Date: 2019.10.28 09:47:17 -05'00'	10/28/19
Department Head:	Celine Siewert Digitally signed by Celine Siewert DN: cn=Celine Siewert, o, ou, email=siewertc@wcjc.edu, c=US Date: 2019.10.28 09:47:26 -05'00'	10/28/19
Division Chair:	David Kucera Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidk@wcjc.edu, c=US Date: 2019.10.28 12:17:32 -05'00'	10/28/19
Dean/VPI:	Paul J. Quinn Digitally signed by Paul J. Quinn Date: 2019.12.09 10:19:12 -06'00'	12/09/19
Approved by CIR:	Paul J. Quinn Digitally signed by Paul J. Quinn Date: 2019.12.09 10:19:29 -06'00'	09/26/19

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).

I. Parts of speech
II. Sentences
III. Nouns
IV. Pronouns
V. Verbs
VI. Subject verb agreement
VII. Modifiers: adjectives and adverbs
VIII. Prepositions
IX. Conjunctions
X. Commas
XI. Semicolons and colons
XII. Other punctuation
XIII. Capitalization
XIV. 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

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

40% Exams
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