

**Course Information**

<b>Course Title</b>	Business Report Writing & Correspondence
<b>Course Prefix, Num. and Title</b>	BUSI 2304 Business Report Writing & Correspondence
<b>Division</b>	Technology & Business
<b>Department</b>	Business Office Technology
<b>Course Type</b>	Academic General Education Course (from ACGM, but not WCJC Core)
<b>Course Catalog Description</b>	Theory and applications for technical reports and correspondence in business. This is the capstone course for Business Office Technology and sophomore standing recommended.
<b>Pre-Requisites</b>	TSI satisfied in Reading, and POFT 1301 or ENGL 1301
<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**

<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Prepared by:</b>		
<b>Department Head:</b>		
<b>Division Chair:</b>		
<b>Dean/VPI:</b>		
<b>Approved by CIR:</b>		

## 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	40%
Quizzes	10%
Exams	30%
Final Exam	20%

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

### 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