



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Business English

Course Prefix and Number - POFT 1301

Department – Business and Office Administration

Division – Technology and Business

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
 Academic WCJC Core Course
 WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # 3:3:0

Equated Pay hours for course - 3

Course Catalog Description - Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

| |
|--------------------------|
| List Lab/ Other Hours |
| Lab Hours 0 |
| Clinical Hours |
| Practicum Hours |
| Other (list) |

- Prerequisites/Co requisites - THEA reading requirements met.

Approvals – the contents of this document have been reviewed and are found to be accurate.

| | | |
|---|---------------------------------------|-----------------|
| Prepared by Mary Wilson | Signature <i>Mary Wilson</i> | Date 6/14/10 |
| Department Head Mary Wilson | Signature <i>Mary Wilson</i> | Date 6/14/10 |
| Division Chair Stephanie Dees | Signature <i>Stephanie Dees</i> | Date 6/21/10 |
| Vice President of Instruction or Dean of Vocational Instruction Dean Leigh Ann Collins | Signature <i>Leigh Ann Collins</i> | Date 9/29/10 |



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

Upon successful completion of this course:

1. The student will be able to write correct sentences which convey the meaning that he/she intends.
2. The student can punctuate sentences to enhance the meaning and to give the emphasis intended.
3. The student can correctly spell a basic business vocabulary.
4. The student can correct grammar, spelling, punctuation, capitalization, hyphenation, numbers, abbreviations, and word choice errors in written materials.

II. Course Learning Outcomes

| Course Learning Outcome | Method of Assessment |
|--|---|
| The student will demonstrate basic language usage skills by writing effective sentences and paragraphs for business documents. | At least 90% of students will correctly answer at least 70% of the questions on a comprehensive written exam. |

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Required Text: *Business English*, 10th edition, 2011, Mary Ellen Guffey, Cengage, ISBN: 978-032-478-974-2.

Students need #2 pencils and Scantrons for completing tests.

IV. Suggested Course Maximum - 35

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

None

VI. 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 (about 6 exams)
20% Homework
10% Quizzes
30% Comprehensive Final Exam

Reading assignment

- Ch 1 Reference Skills
Ch 2 Parts of Speech
Ch 3 Sentences: Elements, patterns, types

Test 1

- Ch 4 Nouns
Ch 5 Possessive nouns
Ch 6 Personal nouns
Ch 7 Pronouns and antecedents

Test 2

- Ch 8 Verbs
Ch 9 Verb tenses and parts
Ch 10 Verb and subject agreement
Ch 11 Verbals

Test 3

- Ch 12 Modifiers
Ch 13 Prepositions
Ch 14 Conjunctions that join equals
Ch 15 Conjunctions that join unequals

Test 4

- Ch 16 Commas
Ch 17 Semicolons and colons
Ch 18 Other punctuation

Test 5

- Ch 19 Capitalization
Ch 20 Numbers

Test 6

Comprehensive Final Exam

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed
- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
- Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives
- **WECM Courses**
If needed, revise the Program SCANS Matrix & Competencies Checklist.