



### Course Syllabus

## **POFT 2312 – BUSINESS CORRESPONDENCE & COMMUNICATION**

*Revision Date: 10/1/2015*

**Catalog Description:** Development of writing and presentation skills to produce effective business communications. The student will compose, produce, and present effective business documents appropriate to meet industry standards; apply critical evaluation techniques to business documents; and demonstrate the importance of coherent, ethical communication principles in business and industry.

**Lecture hours = 3, Lab hours = 0**

**Prerequisites:** : ENGL 1301 or POFT 1301; POFT 1429 or instructor approval

**Semester Credit Hours:** 3

**Lecture Hours per Week:** 3

**Lab Hours per Week:** 0

**Contact Hours per Semester:** 48

**State Approval Code:** 5205010000

**Instructional Goals and Purposes:** The purpose of this course is to teach students the principles of effective business communication and to apply those principles in analyzing business situations and determining and creating appropriate business communications.

### **Learning Outcomes:**

1. Review and refine communications skills.
2. Learn and apply effective written communication techniques.
3. Determine and use proper psychological approach in writing situations.
4. Complete employment communications.
5. Explore the world of work.

### **Specific Course Objectives (includes SCANS):**

After studying the material presented in the text and online, the student should be able to complete all behavioral/learning objectives listed below with a minimum competency of 70% on assignments and exams.

1. Review and refine communications skills.
  - a. Review basic grammar, punctuation, capitalization, number usage, spelling, and word division. (1a-i, 1a-ii, 1a-iv, 1a-v, 1b-v)
  - b. Evaluate listening skills and learn and apply effective listening techniques. (1a-i, 1b-v, 1c-iv)
  - c. Discuss and apply effective oral communication skills (i.e., telephoning, teleconferencing, informal and formal talk). (1a-ii, 1a-iv, 1a-v, 1c-iv)
  - d. Apply effective writing style in business situations. (1b-i, 1b-ii, 1b-vi)
  - e. Discuss and use electronic means of communication. (1a-i, 1a-ii, 2c-iv)
  - f. Observe and evaluate nonverbal language. (1a-i, 1a-ii, 1b-vi)
2. Learn and apply effective written communication techniques.

# Course Syllabus Poft 2312 Business Correspondence

**R Bogdan**



**Course Syllabus Pofit 2312 Business Correspondence:**

## Unveiling the Power of Verbal Art: An Psychological Sojourn through **Course Syllabus Poft 2312 Business Correspondence**

In a world inundated with displays and the cacophony of immediate communication, the profound power and mental resonance of verbal art often fade in to obscurity, eclipsed by the regular barrage of noise and distractions. Yet, set within the lyrical pages of **Course Syllabus Poft 2312 Business Correspondence**, a interesting work of fictional splendor that pulses with organic emotions, lies an memorable journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, this mesmerizing opus guides readers on a psychological odyssey, softly revealing the latent possible and profound influence embedded within the complex internet of language. Within the heart-wrenching expanse with this evocative examination, we will embark upon an introspective exploration of the book is central subjects, dissect its captivating writing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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### **Table of Contents Course Syllabus Poft 2312 Business Correspondence**

1. Understanding the eBook Course Syllabus Poft 2312 Business Correspondence
  - The Rise of Digital Reading Course Syllabus Poft 2312 Business Correspondence
  - Advantages of eBooks Over Traditional Books
2. Identifying Course Syllabus Poft 2312 Business Correspondence
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Course Syllabus Poft 2312 Business Correspondence
  - User-Friendly Interface
4. Exploring eBook Recommendations from Course Syllabus Poft 2312 Business Correspondence

- Personalized Recommendations
  - Course Syllabus Poft 2312 Business Correspondence User Reviews and Ratings
  - Course Syllabus Poft 2312 Business Correspondence and Bestseller Lists
5. Accessing Course Syllabus Poft 2312 Business Correspondence Free and Paid eBooks
    - Course Syllabus Poft 2312 Business Correspondence Public Domain eBooks
    - Course Syllabus Poft 2312 Business Correspondence eBook Subscription Services
    - Course Syllabus Poft 2312 Business Correspondence Budget-Friendly Options
  6. Navigating Course Syllabus Poft 2312 Business Correspondence eBook Formats
    - ePub, PDF, MOBI, and More
    - Course Syllabus Poft 2312 Business Correspondence Compatibility with Devices
    - Course Syllabus Poft 2312 Business Correspondence Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Course Syllabus Poft 2312 Business Correspondence
    - Highlighting and Note-Taking Course Syllabus Poft 2312 Business Correspondence
    - Interactive Elements Course Syllabus Poft 2312 Business Correspondence
  8. Staying Engaged with Course Syllabus Poft 2312 Business Correspondence
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Course Syllabus Poft 2312 Business Correspondence
  9. Balancing eBooks and Physical Books Course Syllabus Poft 2312 Business Correspondence
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Course Syllabus Poft 2312 Business Correspondence
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Course Syllabus Poft 2312 Business Correspondence
    - Setting Reading Goals Course Syllabus Poft 2312 Business Correspondence
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Course Syllabus Poft 2312 Business Correspondence

- Fact-Checking eBook Content of Course Syllabus Poft 2312 Business Correspondence
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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