



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

Thu Hằng Hoàng



Course Syllabus Poft 2312 Business Correspondence:

Pitman's Journal of Commercial Education ,1910 **Treasury and General Government Appropriations for Fiscal Year 1999** United States. Congress. Senate. Committee on Appropriations. Subcommittee on Treasury and General Government,1998 **Resources in Education** ,1968 **Research in Education** ,1968 Journal of the House of Representatives of the United States United States. Congress. House,2000 Some vols include supplemental journals of such proceedings of the sessions as during the time they were depending were ordered to be kept secret and respecting which the injunction of secrecy was afterwards taken off by the order of the House *Otto E. Miller, Plaintiff-Respondent, Against Fred W. Smythe, Defendant-Appellant* , The Atlantic Monthly ,1976 **Time & Tide** Helen A. Archdale,Margaret Haig Thomas Mackworth (Viscountess Rhondda),1951 **Time and Tide** ,1951 **Graduate Programs in Business, Education, Health, Information Studies, Law and Social Work** Peterson's Guides Staff,Peterson's,2007-12 The six volumes of Peterson s Annual Guides to Graduate Study the only annually updated reference work of its kind provide wide ranging information on the graduate and professional programs offered by accredited colleges and universities in the United States and U S territories and those in Canada Mexico Europe and Africa that are accredited by U S accrediting bodies Books 2 through 6 are divided into sections that contain one or more directories devoted to individual programs in a particular field Book 6 contains more than 19 000 programs of study in 147 disciplines of business education health information studies law and social work **America, History and Life** ,1977 Provides historical coverage of the United States and Canada from prehistory to the present Includes information abstracted from over 2 000 journals published worldwide Peterson's Graduate and Professional Programs Peterson's Guides Staff,Peterson's Guides,2006-12-17 A basic listing of all accredited graduate programs at universities in the U S and Canada **Job Hunters Sourcebook 6** Gale Group,2004-07 Job Hunter s Sourcebook pulls together all the research and resources needed for a successful job hunt into one central place Included in this edition are 13 867 entries entries may appear in multiple sections Part One profiles 216 high interest professional and vocational occupations from accountant and aircraft mechanic to sports official and stockbroker A Master List of Profiled Professions lists alternate popular synonymous and related job titles and links them to the jobs profiled providing quick access to information sources on specific occupations by all their variant names Entries contain complete contact information and are arranged by type of resource Part Two serves as a clearinghouse in organizing the wide ranging information available to today s job seeker It features such topics as resume resources alternative ways to work and opportunities for a diverse work force Sources of Essential Job Hunting Information addresses 32 employment topics such as resume writing interviewing skills employment issues for disabled workers working from home and electronic job search information Each category features a multitude of sources including reference works online and database services software programs and more Entries contain complete contact information Also included is The Index to Information Sources which alphabetically

lists all of the publications organizations electronic resources and other sources of job hunting information Commercial
Directory ,1999 Publishers' International ISBN Directory ,1989 **Time and Tide. John O'London's** ,1932 **Who's**
who in American Education ,1989 *The Farmer's Weekly* ,1937 *Who's who Among Students in American*
Universities and Colleges Henry Pettus Randall,1976 **Associations Canada** ,1999

Reviewing **Course Syllabus Poft 2312 Business Correspondence**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Course Syllabus Poft 2312 Business Correspondence**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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