Business Correspondence and Communication

Class
POFT 2312
Course Learning Objectives

- Students will demonstrate proficiency in improving writing techniques with parallel structure, correct grammar and punctuation.
- Students will demonstrate proficiency in memo, letter, and report composition.
- Students will demonstrate proficiency in proofreading and correcting errors.
- Students will demonstrate proficiency in the delivery of an effective oral presentation.

Program Learning Outcomes (office and business)

- Students will apply skills in office productivity.
- Students will create and edit documents for publication.
- Students will apply basic office skills needed when working in a business

Required Textbooks
Essentials of Business Communication, 11th edition Author: Mary Ellen Guffey, Dana Loewy
Evaluation Standards

Objective and/or skill-based tests, hands-on activities, reading and writing assignments, and/or integrated projects, quizzes, and class participation.

Instructional Methods

Lecture, video and/or slides, group activities, discussions, hands-on assignments using the Microsoft Office software, and/or laboratory demonstrations.

Disabilities

ADA Statement:

Any student with a documented disability (e.g. learning, psychiatric, vision, hearing, etc.) may contact the Office on the Weatherford College Weatherford Campus to request reasonable accommodations. *Phone:* 817-598-6350 *Office Location:* Office Number 118 in the Student Services Building, upper floor. *Physical Address:* Weatherford College 225 College Park Drive Weatherford, TX.

Academic Integrity
Academic Integrity is fundamental to the educational mission of Weatherford College, and the College expects its students to maintain high standards of personal and scholarly conduct. Academic dishonesty of any kind will not be tolerated. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials including unauthorized use of Generative AI. Departments may adopt discipline specific guidelines on Generative AI usage approved by the instructional dean. Any student who is demonstrated to have engaged in any of these activities will be subject to immediate disciplinary action in accordance with institutional procedures.
SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) identified competencies in the area of Resources, Interpersonal, Information, Systems, and Technology; and foundation skills in the areas of Basic Skills and Personal Qualities. A SCANS matrix which includes this course is available for your review by clicking the link below.
https://www.wcinstruction.net/syllabi/pluginfile.php/3315/mod_page/content/10/OTCompetencyFoundationMaster2011.pdf