OFFICE TECHNOLOGY INFORMATION 1130
Business Correspondence
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Basic instruction and practice in developing the vital employment skills of planning, writing and formatting effective business communication including sentences, paragraphs, memos, letters, e-mail, formal, and informal reports. Includes current business spelling, punctuation, and grammar skills. Keyboarding skills and word processing knowledge are recommended for successful completion of this course. (3 lecture hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OBJECTIVES
Upon successful completion of the course the student should be able to do the following:

- Demonstrate skill in planning, drafting, and revising effective messages and memos
- Format and write effective letters of request, response, and goodwill
- Write effective correspondences for your supervisor
- Use Web browsers and search engines to locate reliable data
- Apply updated business application of spelling, punctuation, and grammar
- Follow guidelines for development of informal reports
- Describe and sequence the parts of formal reports
**GRADING SCALE**
Grading is based on a points-earned system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>0 – 59%</td>
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**SATISFACTORY/FAIL OPTION**
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

**INCOMPLETE GRADE POLICY**
If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.