Midland College
Master Syllabus
Fall 2026

POFT 2312 – Business Correspondence and Communications (3-0-0)

INSTRUCTOR: Raquel Segovia (Sec. CW01)

COURSE DESCRIPTION

Development of writing and presentation skills to produce effective business communications.

PREREQUISITE: POFT 1301 or instructor permission.

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Create effective business documents.
- Evaluate business documents.
- Apply ethical communication practices.

PARTICIPATION STATEMENT: Students must actively participate by completing an academic assignment by the official census date. Students who do not do so, may be dropped from the course.

REQUIRED COURSE MATERIALS: Will be current. Students should contact their instructor prior to purchasing the text and supplies to confirm required course materials.

STUDENT CONTRIBUTIONS, RESPONSIBILITES AND CLASS POLICIES: Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

ACADEMIC INTEGRITY: Refer to Midland College's Scholastic Dishonesty and Academic Misconduct policy: https://www.midland.edu/about/public-info/scholastic-dishonesty.php

HONORS PROGRAM: Students interested in taking a course for honors credit, should contact their instructor. Refer to the Midland College Honors Program webpage for more details: https://www.midland.edu/academics/honors.php

DROPPING THE COURSE: Check the MC College Calendar for the last day to withdraw from the course and receive a "W." Please talk to the instructor before withdrawing.

EVALUATION OF STUDENTS: Will be posted by the instructor in individual course syllabus. Students should contact their instructor if they have any questions.

NON-DISCRIMINATION STATEMENT: Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. For information and inquiries regarding Midland College's non-discrimination policies, go to: https://www.midland.edu/about/tix/index.php

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

DISABILITY SUPPORT SERVICES: Any student who, because of a disabling condition, may require some special arrangements to meet course requirements should contact disabilities support services as soon as possible at: https://www.midland.edu/services-resources/accommodation-services.php

Conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation. Accessibility Links can be found on the Pages tab in Canvas.

BUSINESS & INFORMATION TECHNOLOGY DIVISION OFFICE CONTACT INFORMATION

- Vice President of Instruction: Dr. Frank De La O — PAD-139 – 432-685-6812
- Dean: Dr. Son Mai — TC-150 – 432-685-4611
- Chair: Mr. Shawn Shreves — TC-109 – 432-685-4613
- Division Secretary: Ms. Beronica Villagas — TC-152 – 432-685-4503
- Division Coordinator: Ms. Angelina Dolaptchieva — MHAB-174 – 432-685-6830