## Office Communications

**COURSE:** AOT 134  
**PREFIX NO.:**  134  
**EFFECTIVE DATE:** August 2014  
**NEXT REVIEW DATE:** August 2015

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
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<tbody>
<tr>
<td>Office Communications</td>
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**PREREQUISITES:** ENG 100 with a grade of “C” or better, or permission of instructor.

**DESCRIPTION:** Level I: This course is a study of grammar, punctuation, and written communication skills for the office environment.

Level II: This course teaches the vocabulary knowledge and skills that are essential for success in college and the workplace. In the modern office, producing and communicating quality work in the least amount of time is a top priority. This course is designed to help students improve the communications skills they will need to meet the challenges in an ever-changing office environment.


**MATERIALS (specifying those to be purchased by student):**
- Textbook
- Desk dictionary
- Spiral notebook

**COLLATERAL READING:** No "extra" reading is required, but students will be asked to incorporate reading assignments from other courses into AOT 134.

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Honesty:** During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of zero on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work into one's own work offered for credit, will also be subject to a grade of zero on the work and further disciplinary action. Please refer to the 2014-2016 College Catalog on Academic Discipline and Honesty section.

**Absences:** Twenty percent (20%) will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.
Tardies:
A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class. Any student who is tardy more than eight times will be dropped from the class.

Makeup Tests:
Makeup tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and should be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week upon return or it may be dropped a letter grade.

Assigned Work:
If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

Classroom Etiquette:
An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also towards others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should not be on during class.

Student ID:
It is Mandatory for students to wear his/her ID badge at all times on the Cheraw campus. You may get a temporary ID in the Student Services Office.

Disabilities Statement:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):
Handouts
Practice Sheets

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

Part One  Word Parts and Challenging Words
Chapters 1 - 5: Word Parts/Challenging Words
Review Test, Chapters 1-5
We will have a test after every two chapters, in addition to several tests on “Most Confusing Words” and a “Final Test” after each Part.

**STUDENT LEARNING OUTCOMES OF COURSE:**

1. Learn basic strategies for increasing vocabulary.
2. Learn how to locate meanings of words that are stated in context and how to infer meanings of words that are implied by context.
3. Learn to determine word meanings by analyzing parts of words.
4. Learn to locate definitions in dictionaries and textbooks for specialized terminology by subject areas.
5. Learn to choose words from dictionary and thesaurus to express thoughts accurately and precisely.
6. Learn basic strategies for learning and remembering correct spelling of words.
INSTRUCTIONAL METHODS TO COMPLETE LEARNING OUTCOMES:
Individual and group work with the instructor's guidance and assistance to complete the objectives as stated previously.

EVALUATIVE METHODS TO APPRAISE LEARNING OUTCOMES:

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<tr>
<th>Evaluation</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Chapter tests</td>
<td>40%</td>
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<tr>
<td>Mastering Confusing Words</td>
<td>20%</td>
</tr>
<tr>
<td>Final Tests (Part One, Part Two)</td>
<td>40%</td>
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Grading Scale:
- 93 - 100 = A
- 85 - 92 = B
- 77 - 84 = C
- 70 - 76 = D
- Below 70 = F