

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: AOT	PREFIX NO. 134	EFFECTIVE DATE May 2009	NEXT REVIEW DATE May 2011		
TITLE: Office Communications		CREDITS 3	CONTACTS		
			CLASS	LAB	TOTAL
			3	0	3

PREREQUISITES: ENG 100 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.

TEXTBOOK(S) OR ALTERNATIVE: College Vocabulary Skills, fifth edition, James F. Shepherd, Houghton-Mifflin Company, Boston, Massachusetts, 1995.

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 2010-2012 College Catalog, on Academic Discipline and Honesty section, p. 47.

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.

MAKE-UP 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.

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.

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 Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See 2010-2012 Catalog, Page 23).

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.

Unit One	Improve Your Vocabulary
Unit Two	Study the Context
Unit Three	Analyze Word Structures
Unit Four	Locate Word Meanings
Unit Five	Use Words Precisely
Unit Six	Improve Your Spelling

We will spend approximately two weeks on each unit. In addition to daily work, we will have approximately six unit tests, plus separate quizzes on students' vocabulary and spelling.

OBJECTIVES 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 OBJECTIVES:

Individual and group work with the instructor's guidance and assistance to complete the objectives as stated previously.

Homework assignments

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

Unit tests (six)	50%
Quizzes on word lists	50%

GRADING SCALE:

93 - 100	= A
85 - 92	= B
77 - 84	= C
70 - 76	= D
Below 70	= F