
Course Number:	AOT 134
Course Title:	Office Communications
Lec Hours/Week:	3.0
Lab Hours/Week:	0.0
Credit Hours:	3.0

[Distance Learning Attendance/VA Statement](#)
[Textbook Information](#)

COURSE DESCRIPTION

This course develops proficiency in proofreading and other specialized applications of communications in the office environment.

COURSE COMPETENCIES

The following competencies are required in each of the five modules.

- Select and employ appropriate reference materials.
- Proofread, edit, and correct documents.
- Apply appropriate letter styles, punctuation, and grammar.

Module #1

- Recognize and use the appropriate proofreader's marks to correct errors.
- Format letters, memos, reports, and other business documents correctly.
- Learn appropriate letter styles and punctuation.
- Locate, mark, and correct errors in comma usage within sentences and within parts of a letter.
- Locate, mark, and correct errors in ending marks of punctuation, colons, semicolons, parentheses, hyphens, and underscores.

Module #2

- Apply basic capitalization rules.
- Locate, mark, and correct capitalization errors in sentences, letters, and memos.
- Apply word division rules.

Module #3

- Apply number usage rules.
- Locate, mark, and correct number usage errors in sentences, letters, and memos.

Module #4

- Recognize and correct errors in subject-verb agreement.
- Recognize and correct errors in pronoun agreement.
- Locate, mark, and correct any grammar errors in sentences, letters, and memos.
- Compose letters and memos using correct grammar and punctuation rules.

Module #5

- Identify the correct usage of words that sound alike but have different meanings and spellings.
- Apply rules of abbreviation.
- Compose letters and memos using correct grammar and punctuation rules.

COURSE REQUIREMENTS

All students are responsible for attaining competencies through completion of the following course requirements:

- Complete tests
- Apply rules of punctuation and grammar.
- Type letters and memos in correct format.
- Compose letters that are correct, concise, and complete.

Academic Integrity

The policies stated in the *York Technical College Catalog and Handbook* will be enforced. “The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.”

Attendance

The attendance policy as stated in the *York Technical College Catalog and Handbook* will be enforced. Attendance is required on test days unless the student has a doctor’s excuse, death notice, etc., indicating an unusual circumstance for the absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test **before** the absence.

EVALUATION STRATEGIES/GRADING

Each module counts 20 percent of the grade. The average of the five modules constitutes the final grade. An overall grade of 70 is required.

Module #1 (20 percent)

Test – Formatting
Test – Punctuation
Letter
Letter

Module #2 (20 percent)

Test – Word Division and Capitalization
Letter
Letter

Module #3 (20 percent)

Test – Number Usage
Letter
Letter

Module #4 (20 percent)

Test – Grammar
Letter
Composition Letter

Module #5 (20 percent)

Test – Abbreviations and Word Usage
Letter
Composition Letter
Composition Letter

Grading Scale

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

Below 60 F

PREREQUISITES: ENG 031

CO-REQUISITES: AOT 105

Disability Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.

Effective: FA2006