

## **COURSE INFORMATION**

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

## **DL 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.

<b>Module #1</b> (20 percent)
Test – Formatting
Test – Punctuation
Letter
Letter
<b>Module #2</b> (20 percent)
Test – Word Division and Capitalization
Letter
Letter
<b>Module #3</b> (20 percent)
Test – Number Usage
Letter
Letter
<b>Module #4</b> (20 percent)
Test – Grammar
Letter
Composition Letter
<b>Module #5</b> (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

### COREQUISITES

AOT 105