



PROFESSIONAL DEVELOPMENT

COURSE SYLLABUS

3-0-3.0

Date: 11/2/11

COURSE NUMBER: AOT 133

PREREQUISITE(S): AOT 134 with a minimum grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course emphasizes the development of personal and professional skills required of an office employee in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

TEXTBOOK(S):

Anderson, Lydia E. and Sandra B. Bolt. Professionalism: Skills for Workplace Success, 2nd Edition. Boston: Prentice Hall, 2011. ISBN: 13:978-0-13-506388-0

My Professionalism Kit access code, Prentice Hall, 2011. ISBN: 13:978-0-13-5123744

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:

Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION:

This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging. Students are expected to read each assigned textbook chapter. Assignments should be submitted to the instructor through students' Blackboard accounts. Assignments and tests are due according to the course calendar. **NO LATE WORK IS ACCEPTED! NO MAKE-UP TESTS WILL BE GIVEN.**

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|-------------------------------|-------|---|-----|---|---|
| <u>GRADING SYSTEM:</u> | 90 | - | 100 | = | A |
| | 80 | - | 89 | = | B |
| | 70 | - | 79 | = | C |
| | 60 | - | 69 | = | D |
| | Below | - | 60 | = | F |

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

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| <u>GRADE CALCULATION METHOD:</u> | Quizzes | = | 20% |
| | Quizzes cover reading assignments, course materials, and web activities. Quizzes cannot be made up. | | |
| | Projects | = | 35% |
| | Daily assignments | = | 15% |
| | Book report/oral presentation | = | 20% |
| | Discussion topics | = | 10% |
| | | = | <u>100%</u> |

CONFIDENTIALITY: All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:** The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"

- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB
PROCEDURES:**

Daily grades will come from short assignments that complement the text. Projects assess concepts covered in class. All assignments should be typed and submitted through the Assignments feature in Blackboard. Three campus visits are required.

NOTE: Assignments, both projects and daily grades, will NOT be accepted late without instructor-approved documentation!

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS: Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Program Director

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Program Chair

Mrs. Karen Ravan
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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Identify and discuss personal and professional factors associated with job success
 1. Determine how attitude affects health.
 2. Ascertain what appropriate attire for an interview is.

- II. Demonstrate an understanding of how interpersonal skills affect professional development
 - 1. Define passivity, aggression, and assertiveness.
 - 2. Track interpersonal activities for one week.
- III. Identify positive ways of dealing with conflict
 - 1. Recognize effective means of conflict resolution.
- IV. Demonstrate business etiquette skills in professional situations
 - 1. Utilize appropriate etiquette skills in a simulated environment.
 - 2. Determine what actions should be taken with regard to etiquette in specific business situations.
- V. Apply effective job-seeking skills
 - 1. Create an effective resume and cover letter.
 - 2. Successfully complete a mock job interview.
- VI. Strengthen communication skills.
 - 1. Plan, develop, and deliver a 5-7 minute oral presentation.
 - 2. Create a five-page paper with minimal spelling and grammatical errors.