

ASSESSMENTS/METHODS OF EVALUATION:

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|---------------------------------------|-------------|
| Chapter Tests/Exams | 60% |
| Internet Class Participation/Homework | 10% |
| Project assignments | <u>30%</u> |
| Total | 100% |

GRADING POLICY: A= 93 - 100; B= 85 - 92; C = 77 - 84; D = 70 - 76; F = 69 and below.

Data Files: Data files are required to complete some of the activities in the textbook. You can download the data files from the product website at

<http://www.cengage.com/officetech/fultoncalkins>

Course Outline:

Part 1 The Workplace and You

- Chapter 1 Entering the Workforce
- Chapter 2 Becoming a Professional
- Chapter 3 Managing and Organizing Yourself

Part 2 The Workplace Environment

- Chapter 4 Working Ethically
- Chapter 5 Understanding the Workplace Team
- Chapter 6 Developing Customer Focus

Part 3 Communication-The Key to Success

- Chapter 7 Improving Communication Skills
- Chapter 8 Developing Presentation Skills
- Chapter 9 Handling Telecommunications
- Chapter 10 Planning Meetings and Events

Part 4 Records Management, Travel, and Finances

- Chapter 11 Managing Records
- Chapter 12 Handling Mail and Retaining Records
- Chapter 13 Coordinating Business Travel
- Chapter 14 Understanding Financial Responsibilities

Part 5 Career Success

- Chapter 15 Seeking Employment
- Chapter 16 Leading with Confidence

Additional Text Resource Information to Study :

- Reference Guide
- Glossary

STUDENT ATTENDANCE POLICY:

The Martin Community College attendance Policy (Martin Community College Career Catalogue Addendum for fall 2007) is in effect, as well as the administrative withdrawal policy (Martin Community College Career Catalogue addendum for fall 2007). Students must attend at least one within the first 10% of the scheduled hours of the class in order to be enrolled, or their names will be removed from the attendance roster.

Students missing more than 6 (six) contiguous contact hours without contacting, and speaking to the instructor or more than 20% of the total contact hours may be administratively withdrawn from class, and in that case will receive "WF" which counts as an "F" as their final grade. Students may only be readmitted to class with the written approval of the instructor, as the instructor must file form with the registrar in order to readmit the student. Students who have been administratively withdrawn from class will not be allowed in the *Library* or classroom for liability reasons. If student is officially readmitted to class the student is responsible for all material covered, including any announcements, such as test dates made while he/she was out. Student may remove the "WF" grade by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F" during the semester to the Registrar's Office. **The last day to officially withdraw from this class without receiving an "F" is Thursday, March 24, 2011**

Student Attendance Policy continued:

To enter section 50 (Internet) courses, students must do two things:

(1) First, students must complete a technology assessment located on the Blackboard or Moodle login page.

(2) Second, students must login into Blackboard or Moodle and complete the first assignment within seven (7) school days.

Both the technology assessment and the first assignment must be completed for students to remain in the course. If students are taking more than one online course, the student ONLY takes the technology assessment ONE time.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

Course Policies: You are responsible for all the material in the textbook and in lectures and/or otherwise specified sources. Any of this material may appear on any given test or exam. Tests or exams may be written, oral and also electronically via the Internet/BB/Moodle. All Special projects/assignments/term papers are to be handed in on the date due; ten points will be taken off for each late Day. If for some reason, you can't be in class for a test, you need to notify the instructor via the - provided email. Tests can be made up, within one week of the original test date, but the makeup test will be different from the original test. The instructor is available for academic help.

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.