



INSTRUCTIONAL PACKAGE

AOT 270

SCWE in

Administrative

Office

Technology

Effective Term
Spring 2019

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

EFFECTIVE TERM: Spring 2019 (201820)

COURSE PREFIX: AOT 270

COURSE TITLE: SCWE in Administrative Office Technology

CONTACT HOURS: 12.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

This course includes the integration of administrative office skills within an approved work site related to administrative office technology. It entails the study of day-to-day problems and activities associated with administrative office duties. Employment by a company or agency is required. (Volunteering with a company or agency is subject to the prior approval of the Instructor.) Students choosing to take the *Medical Electives* (HIM 103 and HIM 105) are required to seek employment in a medical based facility.

COURSE DESCRIPTION:

This course integrates office skills within an approved work site related to administrative office technology.

PREREQUISITES/CO-REQUISITES:

AOT 210, 234, 261, 263

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

None

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Suggested Text for **online/hybrid** course, delete section if you don't plan to use:

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

Part II: Student Learning Outcomes**COURSE LEARNING OUTCOMES and ASSESSMENTS*:**

The student must obtain employment in a profit or non-profit business or agency that is approved by the instructor.

It should be noted that the following competencies and or skills will not necessarily apply to every student involved in this course. These skills represent a sampling of the activities that a student / employee may be involved in on a daily basis, and will vary with the time limitations, the specific business environment, and the needs of the employer.

1. Provide excellent customer service skills.
2. Maintain records management.
3. Show respect for the organization.
4. Use proper business etiquette in interactions within the organization.
5. Demonstrate effective written and oral communications.
6. Dress appropriately for the specific business environment.
7. Utilize interpersonal skills appropriate for the specific work environment.
8. Effectively use information systems and software applicable to the organization.
9. Demonstrate punctuality in the workplace.
10. Utilized branch accounting skills.
11. Demonstrate document production and formatting skills.
12. Demonstrate organizational skills, maintenance of records and general office duties assigned.

Each student is required to work 180 hours during the semester to satisfy the time requirements for this course. Students are required to notify the instructor of the job location, company or agency name, supervisor, and supervisor's mailing address and telephone number upon the semester commencement.

The instructor will make periodic site visits every other week during the semester coordinating with the student and/or supervisor in advance of an evaluation visit. The instructor should be notified immediately if the student's employment status changes. To reasonably accommodate the client company phone updates may be conducted as appropriate.

A typed or computer generated report will be turned in at the end of the semester. This report will include the following sections:

- I. Introduction - Includes a description of the business, their major objectives, the organization's history.
- II. A daily log of tasks performed, operation of specific equipment and/or informational systems, technology, and techniques used to accomplish daily objectives. Include how you used the skills obtained during your academic career.
- III. Include a discussion of any specific organizational or task related problems encountered and possible solutions in a constructive manner.
- IV. Summarize and evaluate your work experience with possible means of improvement for any ineffective practice(s) noted.

EMPLOYER AND STUDENT SELF EVALUATION: Each Employment Supervisor will be given an evaluation sheet directly from the Course Instructor to be completed on each student and returned directly to the Course Instructor.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

SCWE semester grades will be based on the following breakdown:

- | | | |
|----|-------------------------|-------|
| 1) | Final Report | - 50% |
| 2) | Supervisor's Evaluation | - 35% |

3) Instructor's Visitation Evaluations - 15%

This course will be graded on a Satisfactory (S) or Unsatisfactory (U) basis. Using the percentage breakdown, as shown above, each student must meet or exceed a 70% rating to be awarded a Satisfactory rating. This S/U grade will not impact a student's Grade Point Average.

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

HGTC has a standardized grading scale for academic courses. The grading scale is: A: 90-100

B: 80-89 C: 70-79 D: 60-69 F: Below 60

A different grading scale may exist in some academic programs. Refer to the College Catalog for specific information.

Grade reports showing scholastic marks attained by the student are available at the end of each semester. The following grades are used:

A—EXCELLENT: used in GPA calculations; carries a value of 4 quality points and earns credit hours. B—ABOVE AVERAGE: used in GPA calculations; carries a value of 3 quality points and earns credit hours.

C—AVERAGE: used in GPA calculations; carries a value of 2 quality points and earns credit hours.

D—BELOW AVERAGE: used in GPA calculations; carries a value of 1 quality point and earns credit hours. F—FAILURE: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. (Hours attempted are used in GPA calculations.)

I—INCOMPLETE: does not affect GPA calculations; defaults to "F" automatically after one term if the incomplete work has not been completed and generates 0 quality points and 0 credit hours.

WF—WITHDREW FAILING: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. (Hours attempted are used in GPA calculations.)

W—WITHDRAW: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours- may be utilized when extenuating circumstances warrant.

S—SATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, but does cause credit hours and CEUs to be earned.

U—UNSATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, earns 0 credit hours. SC—SATISFACTORY COMPLETION: not used in GPA calculations; earns credit hours, generates no grade points. NC—NO CREDIT: not used in GPA calculations; earns no credit hours; generates no grade points. CF—CARRY FORWARD: not used in GPA calculations; earns no credit hours; generates no grade points.

TR—TRANSFER: not used in GPA calculations; earns credit hours; generates no grade points. A "TR" is given for allowable equivalent credits earned at other accredited colleges, universities or technical colleges. All "TR" grades must be supported by an official transcript of record from an accredited postsecondary institution.

E—EXEMPT: not used in GPA calculations; earns credit hours; generates no grade points. An "E" grade is given for students who are exempt from a course due to a previous successful completion of the course at another institution.

is awarded for HGTC courses which students have been permitted to exempt as a result of testing, articulation, equivalent work experience or other educational experience.

AU—AUDIT: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours.

Developmental Studies Grading Scale

A*—EXCELLENT: not used in GPA calculations; earns credit hours; generates no grade points.

B*—ABOVE AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points. C*—AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points.

F*—FAILURE: not used in GPA calculations; earns no credit hours; generates no credit hours.

Incomplete-

A grade of Incomplete (“I”) is given when the student does not complete his/her work or take the final exam due to illness or for other reasons over which the student has no control. This grade is given only with the approval of the professor involved. An incomplete must be removed by the end of the following term. Otherwise, grade becomes an automatic Failure (“F”).

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor’s Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

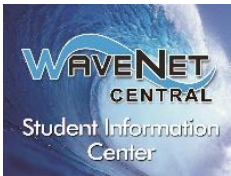


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper

- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu