



Office Communication
3 Credits
ADM 202-HY6
Spring 2022

Instructor: Kathy Mitchell, M.Ed.

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Office: Friday, before/after class or upon need/request

Office Phone: (928) 674-9404

Office Hours: Upon need/request

*after 4 pm

Class Location: Online

Class Meeting Times: Friday, 6:00-8:40pm

Required Materials:

Textbook: Essentials of Business Communication, 11th Edition

ISBN: 978-1-337-38649-4

Tools: Textbook, Internet

Lab Fee: N/A

Mission Statement

Navajo Technical University's mission is to provide college readiness programs, certificates, associate, baccalaureate, and graduate degrees. Students, faculty, and staff will provide value to the Diné community through research, community engagement, service learning, and activities designed to foster cultural and environmental preservation and sustainable economic development. The University is committed to a high quality, student-oriented, hands-on-learning environment based on the Diné cultural principles: *Nitsáhákees, Nahátá, Íina, Siihasin*.

Course Description: The purpose of this course is to develop professional oral and written proficiency that will lead to career success. Students will develop an awareness of the complexity of the communication process through writing clear, concise business documents. They will learn to manage the mail and various means of transporting documents from one location to another. In addition, they will learn telephone skills and business etiquette, and learn to communicate interpersonally as well as in a group. Offered: Fall.

Course Objectives

After successfully completing this course, students will become proficient in understanding the concepts of business communication and its impact on our world today.

Office Communication Objectives:

- 1.) Understand Essentials of Business Communication as it relates to business and society throughout the world and its structure, history and the social, ethical and regulatory aspects.
- 2.) Analyze the writing process in the information age.
- 3.) Understand the aspects of workplace communication.
- 4.) Create and compose business reports and proposals.
- 5.) Understand aspects of professionalism, teamwork, meetings and speaking skills.
- 6.) Understand aspects of employment communication.

COURSE OUTCOMES	COURSE MEASUREMENTS
In class research, activities	In-class assignments (attendance/participation)
Homework, Research Paper	Homework
Evaluation of Business Communication	Chapter Quizzes/Tests/Midterm/Final
Participation/Discussion	Attendance

2021 Spring – Monthly Schedule

Week	Date*	Chapters	Assignment TBD:
1	Friday, January 21, 2022	Introduction	
2	Friday, January 28, 2021	Chapter 1	
3	Friday, February 4, 2022	Chapter 2	
4	Friday, February 11, 2022	Chapter 3	
5	Friday, February 18, 2022	Chapter 4	
6	Friday, February 25, 2022	Chapter 5	
7	Friday, March 4, 2022	Chapter 6	
8	Friday, March 11, 2022	Chapter 7 & <i>MIDTERM</i>	
	Friday, March 18, 2022	<i>Spring Break</i>	
9	Friday, March 25, 2022	Chapter 8	
10	Friday, April 1, 2022	Chapter 9	
11	Friday, April 8, 2022	Chapter 10	
12	Friday, April 15, 2022	Chapter 11	
13	Friday, April 22, 2022	Chapter 12	
14	Friday, April 29, 2022	Chapter 13	
15	Friday, May 6, 2022	Chapter 14	
	Wednesday, May 11, 2022	<i>FINAL</i>	

*Schedule subject to change

Grading Plan:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
0-59 = F

Weighted Grade:

80% In-class assignments/homework
20% Midterm/Final

Course Policies

Grading Policy

Each student must do his or her own homework and case studies. Discussion among students on homework and cases is encouraged for clarification of assignments, technical details of using software, and structuring major steps of solutions - especially on the course's website. Students must do their own work on the homework and exam. Cheating and Plagiarism are strictly forbidden. Cheating includes but

is not limited to: plagiarism, submission of work that is not the student's own, submission or use of falsified data, unauthorized access to exam or assignment, use of unauthorized material during an exam, supplying or communicating unauthorized information for an assignment or exam.

Participation

Students are expected to attend and participate in all class activities- as listed above, as it is 1-10% of the grade. Points will be given to students who actively participate in class activities including field trips, laboratories, and ask questions of guest speakers and other presenters.

Cell phone and headphone use

Please turn cell phones off or place them on silence or vibrate mode **BEFORE** coming to class. Also, answer cell phones **OUTSIDE OF CLASS** (not in the classroom). Exercising cell phone use courtesy is appreciated by both the instructor and classmates. Headphones are to be removed before coming to class.

Attendance Policy

Students are expected to regularly attend all classes for which they are registered. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of his/her responsibility to complete all course work by the required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the academic counselor for investigation and potential intervention. **Instructors may drop students from the class after 3 absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable. Students are required to attend a minimum of 42 contact hours for each 3 credit hour course. Signing in does not constitute attendance.**

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the college community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor.

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

Students with Disabilities

The Navajo Technical College and the General Science program are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need an accommodation based on the impact of disability, or needs special accommodations should inform the instructor privately of such so that accommodations arrangement can be made. Students who need an accommodation should also contact the Special Needs Counselor, Malcolm McKerry, whose phone number is 505-786-4138.