



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Office Document Concepts
Course Number: AOT121

Required Materials

Textbook(s): **1:** *Excellence in Business Communication* 14e by Thill & Bovee ISBN 9780135562284
 This textbook and software will be Instant Access (IA). There is nothing you need to physically purchase.
2: *SAM 365/2016 Keyboarding 110 Lessons* ISBN should be 9780357031575
 This textbook and software will be Instant Access (IA). There is nothing you need to physically purchase.

Required Readings: None

Additional Materials: Reliable Internet access and a working PC or Mac (Chromebooks cannot be used) with Office 2021/365 (Word) installed

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	All materials in the "Start Here" folder Syllabus Quiz Academic Honesty Quiz "Who are you?" Discussion Post Chapter 1: Professional Communication in a Digital, Social, Mobile Word (eBook) Chapter 1 Video Chapter 1 Mini Sim Improving Professional Communication Chapter 1 Mini Sim Improving Business Communication Chapter 1 Mini Sim Improving the Organization of a Message Chapter 1 Quiz
Week 2	Chapter 2: Interpersonal Communication Skills (eBook) Chapter 2 Video Chapter 2 Mini Sim Improving Writing Professional Instant Messages Chapter 2 Mini Sim Declining a Suggestion Chapter 2 Case Study Library

Week	Chapter/Topic/Lab
	Chapter 2 Quiz
Week 3	Chapter 3: Collaboration and Business Etiquette (eBook) Chapter 3 Video Chapter 3 Mini Sim Interpersonal Communication and Teamwork Chapter 3 Mini Sim Preparing a Meeting Agenda Chapter 3 Mini Sim Improving Meeting Minutes Chapter 3 Case Study Library Work on 5-Minute Timings (see 5-Minute Timing folder under Lesson in LMS)
Week 4	Chapter 4: Communication Challenges in a Diverse, Global Marketplace (eBook) Chapter 4 Video Chapter 4 Mini Sim Communicating in a World of Diversity Chapter 4 Case Study Library Chapter 4 Quiz
Week 5	Chapter 5: Planning Business Messages (eBook) Chapter 5 Video Chapter 5 Mini Sim Planning a Report Chapter 5 Mini Sim Outlining a Presentation Chapter 5 Mini Sim Planning Business Messages Chapter 5 Quiz Work on 5-Minute Timings (see 5-Minute Timing folder under Lesson in LMS)
Week 6	Chapter 6: Writing Business Messages (eBook) Chapter 6 Video Chapter 6 Mini Sim Mobile-Optimized Writing Chapter 6 Mini Sim Improving a Professional Letter Chapter 6 Quiz
Week 7	Chapter 7: Completing Business Messages (eBook) Chapter 7 Video Chapter 7 Mini Sim Readability in a Blog Post Chapter 7 Case Study Library Chapter 7 Quiz Work on 5-Minute Timings (see 5-Minute Timing folder under Lesson in LMS)
Week 8	All items in the Materials folder Create a Memo Create a Block Style Letter
Week 9	All items in the Materials folder Create a Modified Block Letter Create a Table Work on 5-Minute Timings (see 5-Minute Timing folder under Lesson in LMS)
Week 10	Chapter 8: Crafting Messages for Digital Channels (eBook) Chapter 8 Video Chapter 8 Mini Sim Crafting Content for Digital Channels and Social Media Chapter 8 Case Study Library Chapter 8 Quiz
Week 11	Chapter 9: Writing Routine Positive Messages (eBook) Chapter 9 Video Chapter 9 Mini Sim Thank-You Letters Chapter 9 Mini Sim Routing and Positive Messages Chapter 9 Mini Sim Engaging in a Positive Chat Case Study Library Work on 5-Minute Timings (see 5-Minute Timing folder under Lesson in LMS)
Week 12	Chapter 10: Writing Negative Messages (eBook) Chapter 10 Video Chapter 10 Mini Sim Denying a Request Chapter 10 Mini Sim Writing Negative Messages Chapter 10 Case Study Library

Week	Chapter/Topic/Lab
	Chapter 10 Quiz
Week 13	Chapter 11: Writing Persuasive Messages (eBook) Chapter 11 Video Chapter 11 Mini Sim Persuasive Email Chapter 11 Mini Sim Wrtiting Persuasive Messages Chapter 11 Case Study Assignment Chapter 11 Quiz Work on 5-Minute Timings (see 5-Minute Timing folder under Lesson in LMS)
Week 14	Chapter 12: Planning Reports and Proposals (eBook) Chapter 13: Writing and Completing Reports and Proposals (eBook) Chapter 12 Video Chapter 12 Mini Sim Planning Business Reports and Proposals Chapter 13 Video Chapter 13 Mini Sim Project Proposal
Week 15	Chapter 15: Building Careers and Writing Resumes (eBook) Chapter 15 Video Chapter 15 Mini Sim Resumes Chapter 15 Case Study Library Chapter 15 Quiz Work on 5-Minute Timings (see 5-Minute Timing folder under Lesson in LMS)
Week 16	All ten 5' Timings are due Stuff Happens Card – Optional - Can be used on one-week worth of assignments - except any week that included Quizzes and/or Timings.