

Morton College  
Business Communications  
OMT242  
Spring 2012

Instructor: Catherine Stukel  
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*\*The website is a course supplement and should not be used to replace the actual course.*

No cell phones and no text messaging allowed. You will lose 5% of your course grade if your phone rings during the class, if you talk on the phone, or if you send/receive text messages.

No filming, picture taking, or recording in this class without the consent of the instructor. If you have a special need you must notify Morton College and the instructor must be notified(in writing) from the college.

### **Course Description:**

#### **Business Communications (OMT242)**

This course offers the office professional specific guidance toward polishing memo, letter, report, and proposal writing skills. Special attention will be given to interpersonal relations, collecting information, solving problems, and making independent decisions. Lecture three hours per week.

#### **A. Required Course Materials**

1. Essentials of Business Communication, 7<sup>th</sup> edition -- Author: MaryEllen Guffey.  
ISBN: 0-324-37642-1
2. Flash drive

#### **B. Course Objectives**

This course's objective is to effectively learn how to communicate in a business situation. This includes learning interpersonal relations, letter writing, improving analytical skills, improving decision making skills, memo writing and proposal writing skills.

#### **C. Method of Instruction**

- ✓ Lecture and demonstration.

#### **D. Class Attendance Regulations**

The Morton College attendance policy is stated in the “Academic Regulations” section of the College Catalog under the subheading “Class Attendance”. In this course, the following shall apply:

1. Students are expected to be present at every class session, prepared to participate fully in all activities of the class, and to stay until the end of the class session.
2. Definition of an absence as “excused” or “un-excused” shall be at the instructor’s discretion. If the instructor has not been notified before the missed class, an absence will be considered un-excused.
3. Following an excused absence, students are expected to arrange with the instructor for immediate make-up of missed assignments and to acquire the knowledge presented during the missed class sessions(s) through outside reading and study.
4. Attendance is considered in your course grade. More than two un-excused absences may result in a low final course grade. If after three consecutive absences or four non-consecutive absences you do not immediately notify the instructor of your intent to

pursue the class, an administrative withdrawal may be filed. However, due to the time limitations in this course, it may not be possible to notify the student or to process a withdrawal. If you do not attend and do not withdraw from the course, you may receive a final grade of E on your report card; and this grade will remain on your transcript and will be used to calculate your Grade Point Average. Do not jeopardize your future job credentials. Please notify your instructor immediately if you cannot attend class for any reason.

### **E. Make-up Policy**

- No make up exams/quizzes/tests will be administered for a student who does not have an excused absence for that class period.
- Class work and homework will only be accepted late when the absence is excused.
- Class work and homework will not be accepted if the absence is un-excused.

### **F. Method of Evaluation**

The course grade will be determined by attendance and:

- 10% Attendance
- 60% Written Work
- 10% Quizzes
- 10% Mid-term
- 10% Final Exam

### **H. Safety Rules**

The following rules and procedures must be observed at all times for the safety of all students in the class:

1. When the evacuation alarm sounds, pick up your personal belongings and walk quickly to the nearest exit. Follow the directions given by your instructor and observe the emergency evacuation signs posted at the classroom exit(s).
2. Report an accident or injury to the instructor immediately.
3. Smoking is not permitted in any Morton College building.
4. Food and beverages are not permitted in the computer lab.
5. Keep aisles clear of books, coats, and other personal belongings.
6. Do not tip your chair, it can be dangerous.
7. Report damaged equipment to the instructor immediately.
8. Observe and proceed cautiously around electrical wires and connections for equipment.
9. Keep hands, hair, jewelry, and clothing out of equipment.
10. Notify the instructor and the Campus Safety Office if you require assistance in the event of an emergency evacuation.

### **I. How to succeed in OMT242)**

1. Attend each class. Arrive on time. Stay until class is dismissed.
2. Read the assigned chapters before coming to class.
3. Come to class prepared. Bring your book, disks, and homework.
4. Proofread each assignment carefully before turning it in.
5. Mark each assignment clearly with your name and the filename.
6. Complete and hand in assignments on their due dates.