

Department : Office Systems Technology
Course Title : Administrative Office Procedures
Section Name : POFT 1409
Start Date : 01/18/2011
End Date : 05/6/2011
Modality : ONLINE
Credits : 4

Instructor Information

Name : Sharman Adkins
OC Email : sadkins@odessa.edu
OC Phone # : 432-335-6468

Office Hours: MW 9:50-12:50
 TTH 9:20-11:20
 Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

Study of current office procedures, duties, and responsibilities applicable to an office environment. Lab fee required.

Scans

2,4,6,8,10

Course Objectives

1. Demonstrate effective means for organizing and planning office routines. (4)
2. Demonstrate the ability to complete office jobs without close supervision. (4)
3. Develop effective human relations skills. (8)
4. Demonstrate an understanding of interpersonal skills. (8)
5. Develop personal traits and work habits requires in the office. (10)
6. Apply principles of good grooming and business etiquette. (2)
7. *Identify techniques that will build a positive self-image. (2)
8. *Identify and discuss goals for business and personal job success. (4)
9. *Demonstrate ability to use computers and related business machines in the workplace. (8)
10. Demonstrate a basic understanding of spreadsheet applications and related career opportunities. (6)
11. Demonstrate a basic understanding of word processing applications, create documents, manipulate files, using a software program. (8)
12. Demonstrate knowledge of correct business letter styles. (6)
13. Demonstrate the ability to apply effective oral and written directions. (2)
14. Demonstrate the ability to read and use proofreading skills. (2)

15. Demonstrate effective listening skills. (2)
16. Apply organizational and time management principles to increase productivity. (4)
17. *Demonstrate an understanding of automated and manual record management skills. (4)
18. *Identify and be able to classify and sort mail. (6)
19. Demonstrate knowledge of information communications systems. (8)
20. Demonstrate knowledge of good telephone techniques. (2)
21. Demonstrate methods of travel and appropriate arrangements for business travel. (4)
22. Demonstrate knowledge needed for improving quality and productivity in the office. (4)
23. *Develop decision making responsibilities. (4)
24. *Identify and apply effective job-seeking skills.(10)

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Materials

Procedures and Theory for Administrative Professionals. 6th Ed. by Fulton-Calkins Stulz. Bundled with the workbook, CD, and Blackboard Access Code. ISBN---324-822-88X
 Internet Connection
 USB drive

Assignments

<p>UNIT 1 Chapter 1</p> <ul style="list-style-type: none"> *Vocabulary Review—filename <u>VOCCH1</u> (For each vocabulary review you will need to use the file on your CD and fill in the blanks in your word processor. Save the file and upload to the UNIT 1 upload link when you upload the rest of your homework for UNIT 1) *English and Word Usage Drill** (do in class together) *On-Line Quiz (found under Course Document Blackboard; e-mail results to me) *Workbook, p. 7-IAAP website—filename <u>IAAPsummary</u> *Text, p. 28—filename <u>ch1-2Interview</u> *Workbook, p. 8-9 (save file for later use—do not upload) 	
<p>Chapter 2</p> <ul style="list-style-type: none"> *Vocabulary Review—filename <u>VOCCH2</u> *English and Word Usage Drill** (do in class together) *On-Line Quiz (e-mail results to me) *Workbook, p. 16-Memo Report on Back Injuries. All charts should be in EXCEL spreadsheet filename <u>Injuriesch2</u> and memo report filename <u>InjuriesMemo</u> *Text, p. 55 , Ex.2-5 filename <u>Equipmentch2</u> 	

<p>Chapter 3</p> <ul style="list-style-type: none"> *Vocabulary Review—filename <u>VOCCH3</u> *English and Word Usage Drill** (do in class together) *On-Line Quiz (e-mail results) *Text, p. 78—filenames <u>EX3-2spreadsh</u>t and <u>Ex3-2diagram</u> 	<p>All Unit 1 Due, Feb. 2, 11:55 p.m.</p>
<p>Unit 1 TEST</p>	<p>Open Feb. 2-3, Closes Feb. 3, 11:55 p.m.</p>
<p><u>UNIT 2</u></p> <p>Chapter 4</p> <ul style="list-style-type: none"> *Vocabulary Review—filename <u>VOCCH4</u> *English and Word Usage Drill** (do in class together) *On-Line Quiz (e-mail results) *Text, p. 100, 4-2 filename <u>EX4-2.ppt</u>—presentation to class 	
<p>Chapter 5</p> <ul style="list-style-type: none"> *Vocabulary Review—filename <u>VOCCH5</u> *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Text, 5-2, p. 123 (don't turn in) *Text, 5-4, p. 123 filename <u>actionplan</u> (should answer individually all questions p. 43 workbook) 	
<p>Chapter 6</p> <ul style="list-style-type: none"> *Vocabulary Review—filename <u>VOCCH6</u> *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Workbook, p. 49—filename <u>ETHICSch6</u> 	<p>All UNIT 2 due Feb. 16, 11:55 p.m.</p>
<p>UNIT 2 TEST</p>	<p>Open Feb. 16-17 Closes, 11:55 p.m.</p>
<p>UNIT 3</p> <p>Chapter 7</p> <ul style="list-style-type: none"> *Vocabulary Review—filename <u>VOCCH7</u> *English and Word Usage Drill** (do in class together) *On-Line Quiz (e-mail results) *Text, p. 183-84, 7-3, (don't do step 5) Workbook p. 58—Filenames 7-3a, 7-3b, 7-3c 	<p>Unit 3 due March 23, 11:55 p.m.</p>

<p>Chapter 8</p> <ul style="list-style-type: none"> *Vocabulary Review—filename VOCCH8 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Text 8-3, p. 208—filename 8-3presentation (submit ppt, present in class) 	
<p>Chapter 9</p> <ul style="list-style-type: none"> *Vocabulary Review—filename VOCCH9 *English and Word Usage Drill** (do in class together) *On-Line Quiz (e-mail results) *Workbook p. 74-75. Upload merged file named ch9letter (should have 22 letters in the one file) 	
<p>UNIT 3 TEST</p>	<p>Open March 23-24 Closes March 24, 11:55 p.m.</p>
<p>UNIT 4</p> <p>Chapter 10</p> <ul style="list-style-type: none"> *Vocabulary Review—filename VOCCH10 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Workbook, p. 82—filename utilityprog 	<p>Unit 4 due April 6, 11:55 p.m.</p>
<p>Chapter 11</p> <ul style="list-style-type: none"> *Vocabulary Review—filename VOCCH11 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Text, p. 278, 11-2—filename 11-2list *Text, p. 278, 11-3—filename 11-3list 	
<p>Chapter 12</p> <ul style="list-style-type: none"> *Vocabulary Review—filename VOCCH12 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Text, 12-4, p. 304 	
<p>UNIT 4 TEST</p>	<p>Open April 6-7 Closes April 7, 11:55 p.m.</p>

UNIT 5, 6, 7 Chapter 13 *Vocabulary Review—filename VOCCH13 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Workbook, p. 105, Subject Filing—filename SUBJECTFILING *Workbook, p. 107, Database—upload database w/ information in it for grading, CH13ABCCorp2007	UNITS 5, 6, 7 due May 4
Chapter 15 *Vocabulary Review—filename VOCCH15 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Workbook p. 121—(only do 2 and 3) filenames ch15agenda and ch15meetevaluation	
Chapter 16 *Vocabulary Review—filename VOCCH16 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Text, 16-1, p. 420—filename ch16itinerary and ch16memo	
Chapter 17 *Vocabulary Review—filename VOCCH17 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Portfolio Project (counts as a test and will present to class)	
Chapter 18 *Vocabulary Review—filename VOCCH18 *English and Word Usage Drill** (do in class) *On-Line Quiz (e-mail results) *Workbook, p. 139, Growth Plan (we'll discuss)	
Final Exam	TBA

Grading Policy

Course Grading:

Tests/Projects 50%

Homework 40% **NO LATE WORK ACCEPTED!**

Vocab. Reviews and On-Line Quizzes 10%

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be dated often, as needed.**