

Department : Office Systems Technology
Course Title : Administrative Office Procedures
Section Name : POFT 1409
Start Date : 01/17/2012
End Date : 05/5/2012
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

The Administrative Professional: Technology & Procedures, 14th Edition
 Patsy Fulton-Calkins; Dianne Rankin; Kellie A. Shumack, Ph.D.
 Textbook ISBN-10: 0-538-73104-4
 Internet Connection
 USB drive

Assignments—Please check Blackboard at least twice weekly for updates. Class will meet in webinar (webinar is done from your home computer) on the following dates: January 19, Feb.2, Feb. 16, March 8, April 5, April 26

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|-----------------------------------------------------------------|------------------------------------------------|
| Look in Assignments in BB to see details of assignments. | |
| UNIT 1 | |
| Chapter 1 | |
| Chapter 2 | |
| Chapter 3 | All Unit 1 Due, Feb. 1, 11:55 p.m. |
| Unit 1 TEST | Open Feb. 1-2, Closes Feb. 2, 11:55 p.m. |
| UNIT 2 | |
| Chapter 4 | |
| Chapter 5 | All UNIT 2 due Feb. 15, 11:55 p.m. |
| Chapter 6 | |
| UNIT 2 TEST | Open Feb. 15-16 Closes, 11:55 p.m. |

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| UNIT 3 Chapter 7 | Unit 3 due March 7, 11:55 p.m. |
| Chapter 8 | |
| Chapter 9 | |
| Chapter 10 | |
| UNIT 3 TEST | Open March 7-8 Closes March 8, 11:55 p.m. |
| UNIT 4 Chapter 11 | Unit 4 due April 4, 11:55 p.m. |
| Chapter 12 | |
| Chapter 13 | |
| Chapter 14 | |
| UNIT 4 TEST | Open April 4-5 Closes April 5, 11:55 p.m. |
| UNIT 5 | UNIT 5 due April 30 |
| Chapter 15 | |
| Chapter 16 | |
| Final Project | |
| Final Exam | TBA |

Grading Policy

Course Grading:

Tests/Projects 50%

Homework 50% NO LATE WORK ACCEPTED!

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 updated as needed.**