

**FIRST DAY HANDOUT—SIMPLE COURSE
SYLLABUS**
Administrative Office Procedures I, POFT 1309
Roni Cook, Professor, Spring 2009

Instructor Name	Ms. Roni Cook, Professor
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Class Hours	Mon., Wed., 12:20 – 2:00 p.m.
Class Location	Eastview Campus, Room 8329
Prerequisite	Reading--ACC Assessment or TASP; basic keyboarding skills.

Introduction

Today's office professional enters a changing workforce. Technical skills, communication skills, human relations skills, time management and organizational skills are in demand. You are expected to think creatively, solve problems and make decisions in your chosen career. You are also expected to be a lifelong learner. The career goal you have chosen in the area of Administrative Office Professional is a challenging one.

This is a fast-paced course. You will complete an employment portfolio (using keyboarding skills) at the beginning of the course. You will learn techniques to make career choices, complete appropriate paperwork and communicate effectively to obtain a position in the office field. You will select a want ad with job description in order to complete your resume, cover letter, on-line application, and follow-up letter. You will also “enclose” one extra document, such as an attachment to further explain your skills.

It is a very good idea to read chapters and assignments *before* class discussion. You will feel better, experience less stress, and will be able to participate in classroom discussion. We will cover appropriate topics to study for the short essay test questions. If you have any questions, please feel free to ask during class, visit with me during lab time in class, visit me in my office during office hours or set an appointment. I am very eager to help you succeed.

Course Outcomes

You will learn to:

- Be a productive member of an office team
- Determine what ethical behavior means in an office situation and ways for dealing ethically with various situations
- Process information via technology
- Communicate effectively-both orally and in writing
- Process mail and manage records
- Assist in the preparation of meetings
- Prepare travel arrangements
- Do a job search and prepare employment portfolio
- Advance on the job
- Lead and supervise others

Grades:

Unit Tests (4)	40%
Daily Work/Quizzes	20%
Employment Portfolio	20%
Semester Exam	20%

Tests using objective and short answer format will be given after the following units. Make-up tests may be given; however, there are no test retakes.

Chapter 1- 3
Chapter 5-8
Chapter 9-10, 14
Chapter 11-13, 15
Semester Exam: All Chapters

Project: Employment Portfolio

You will research the office occupation of your choice. You will complete a resume, on-line application, cover letter and thank-you letter for an office position in Austin. Be sure to add one additional document, such as an attachment, to further expand on your skills. We will also answer frequently asked job interview questions during class discussion. (See separate evaluation sheet)

ACC Grade Scale

A	90-100%	C	70-79%	F	BELOW 60%
B	80-89%	D	60-69%		

Chapter Quizzes and Daily Assignments

See assignment sheet for chapter assignments. Assignments are due before each unit test. Quizzes will be unannounced and make-up quizzes will not be given. No late work will be accepted.

Daily work will be graded for mailability and problem solving. A 4-point scale for each assignment is used, totaling a possible 100 points. (See individual daily grade sheet)

Instructional Materials

THE ADMINISTRATIVE PROFESSIONALS, TECHNOLOGY AND PROCEDURES, Patsy Fulton-Calkins, Ph.D., C.P.S., 13th edition, South-Western Educational Publishing

Two 3 1/2 inch DS HD diskettes or flash drive (memory key)

Course Requirements

- a. Students are expected to stay on schedule. It is very important to be in class on time every day. In this course, as most courses, new concepts build on previous concepts. Good attendance is important at school and at work.
- b. All students are expected to read and complete assignments BEFORE class. Daily work will not be accepted after the test for that unit. Late penalties will be given for any late work accepted. No make-up quizzes will be given. If you plan to be absent on **test** day, please call and leave message. Make-up tests must be made up before the next test, or it will be given on the same day as the next unit test. Tests are taken weekly, so it is important to keep up with your reading and written assignments.
- c. Be sure to see assignment sheet and class schedule for more information. Good luck in the weeks ahead.

ACC Course Description from Catalog

POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I (3-2-2). Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Fee: \$12 Prerequisites: Reading from ACC Assessment or TASP and basic keyboarding skills. (OST 1083)