

COURSE SYLLABUS

Spring 2022

COURSE TITLE: POFT 1349-271, Administrative Office Procedures II
MEETING TIME: MW 11:00 AM – 12:50 PM; LC 112
INSTRUCTOR: Pat Dennis, Lubbock Center, 120F
PHONE: 806-716-4638
EMAIL: pdennis@southplainscollege.edu

OFFICE HOURS:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1-4 PM	By Appt.	1-4 PM	By Appt.	10 AM-12 PM
Other times by appointment—Lubbock Center—Room 120F				

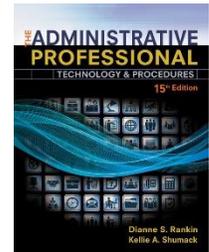
COURSE DESCRIPTION: This course is a study of current office procedures, duties, and responsibilities applicable to an office environment.

TEXT AND OTHER MATERIALS

The Administrative Professional, Fulton-Calkins, Rankin, Shumack; 15th Ed., ©2017.

ISBN: 9781305581166

1GB+ Flash/Jump drive or OneDrive



Inclusive Access:

TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher’s) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content

and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

Please consult with your professor before deciding to opt-out.* If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / **Phone:** 806-716-2399

Email: agamble@texasbook.com / **Phone:** 806-716-4610

SOFTWARE

If you do not have the appropriate software, you may download it from Microsoft at <https://products.office.com/en-us/student/office-in-education>.

ATTENDANCE:

The grade of “F” will be assigned to a student as an earned grade in regard to the learning objectives of a course. A student who does not meet the attendance requirements of a class as stated in the course syllabus, and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” as determined by the instructor. An “F” will not be assigned to any student administratively withdrawn from this course for non-attendance. It is the student’s responsibility to be aware of that policy.

An “F” may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student’s actions and disregard for the learning objectives of the course.

Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have never attended by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.

It is the student’s responsibility to verify administrative drops for excessive absences. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

Even though this is an online class, students still have to access the course on a regular basis. The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. You will feel more at ease with the materials if you stay in touch with what is going on. **You will need to check your SPC e-mail at <https://office.com>.**

Minimum log in for the course is at least three (3) days per week. However, I recommend checking in once a day if possible for announcements. I can see how many times you log in!

You may work on this class 24/7. That's the advantage of an online class.

Students are expected to log in to Blackboard and MyLabIT at least three times a week. Remember, you can work on this class 24/7.

Withdrawal Policy

Students are expected to attend all class meetings. **Four** absences will cause a student to be dropped from this class unless extenuating circumstances arise due to COVID 19. This drop will be initiated by the instructor. Two instances of being tardy are equivalent to one absence. If you are tardy, it is your responsibility to notify the instructor at the end of class that he/she is in attendance. Class starts promptly at the scheduled time. Students with perfect attendance will have **two** points added to their final average.

If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the drop date for the semester. If you drop with a grade average below 60, you will receive an F in the course. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "X". **The last day for students to drop the course is Thursday, April 28.** However, always talk to your instructor before dropping.

An "F" may be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor based on the severity of the student's actions and disregard for the learning objectives of the course. **All students are expected to do their own work.** If students "share" files or work, all students involved will receive 0 on that assignment and may be asked to drop the course with an F.

NEW SPC E-MAIL INSTRUCTIONS

1. Navigate to **<https://office.com>** and select **Sign In**
2. Username: **MySPCusername@southplainscollege.edu** (please note the @students has been dropped)
3. Password: ***Your MySPC/Blackboard password***
4. Select **Outlook** to check your new SPC email!

You can also forward your SPC email to another e-mail of your choice. You can do this by following these steps:

1. Login to Office 365 (<http://office.com/>)
2. Click **Outlook**.
3. Click **Settings** (gear icon in the upper right-hand of your screen).
4. At the bottom of the Settings panel, Click **View all Outlook settings** - Click **Mail**.
5. Click **Forwarding**
6. Under the "Forwarding" heading, select **Enable Forwarding**
7. Type the email address you wish to forward your mail (e.g., gmail, hotmail, etc.)
8. Recommended: Select "Keep a copy of all forwarded messages"
Note: if you do not select this, nothing sent to your @southplainscollege.edu email account will be saved in your SPC mailbox.
9. Select **Save**.

EVALUATION POLICY

You will have textbook reading assignments and textbook writing assignments from Chapters 9-14, & Chapter 16. Assignments for each chapter/unit will be found in MindTap. No late work will be accepted. Due dates for each assignment are firm. You will have four objective exams covering the assigned textbook chapter material. Each exam will include questions from two textbook chapters plus any additional supplemental material provided. Simulation tasks are included in MindTap assignments to be completed throughout the course. Additional subjects and material may be added for various chapters.

GRADING POLICY

MindTap Textbook Activities	30%			
MindTap Simulation Activities	40%			
Tutorial Quizzes	5%			
Premium Quizzes	15%			
Final Exam	10%			
90-100 = A	80-89 = B	70-79 = C	60-69 = D	Below 60 = F

ACADEMIC INTEGRITY – READ CAREFULLY!

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Work copied from another student will be flagged and both students will receive zeroes for their work. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

TUTORING INFORMATION

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

Tutor.com

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am

6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538.

COURSE OBJECTIVES

Upon successful completion of the course, you will be able to:

- Aspire to reach professional status as an administrative assistant.
- Develop attitudes and behavior that will help him/her adjust rapidly to a business environment and meet challenges of the changing world of work.
- Gain an understanding of the nature of office work, the place of the office in the business world, and the kinds of work for which he/she could prepare and find employment.
- Practice fundamental office procedures, which are in keeping with his/her capability, in order to develop certain salable skills.

CHAPTER LEARNING OBJECTIVES (Due dates in MINDTAP and shown in class calendar)

CHAPTER 9 – DEVELOPING PRESENTATION SKILLS

- Plan and research presentations.
- Write the content of presentations.
- Develop visual aids for presentations.
- Practice and prepare to give presentations.
- Deliver effective individual and team presentations.

CHAPTER 10 – PLANNING MEETINGS AND EVENTS

- Identify types of business meetings.
- Identify appropriate meeting formats for various situations.
- Describe meeting responsibilities of executives, leaders, and other participants.
- Complete duties for an administrative assistant that are related to meetings.
- Complete duties related to conferences.

CHAPTER 11 – MANAGING PHYSICAL RECORDS

- Identify reasons that records are valuable.
- Describe supplies, equipment, and media for filing physical records.
- Describe types of records storage systems.
- Apply filing procedures for physical records.
- Describe procedures for records retention.

CHAPTER 12 - MANAGING ELECTRONIC RECORDS AND MAIL

- Describe procedures for managing electronic records.
- Prepare outgoing mail effectively.
- Identify methods for sending outgoing mail.

- Describe ways to handle income mail effectively.
- Describe how office printers and copiers are used in processing documents and records.

CHAPTER 13 – COORDINATING BUSINESS TRAVEL

- Plan domestic travel arrangements.
- Plan international travel arrangements.
- Research business customs related to international travel.
- Discuss and apply organizational travel procedures.

CHAPTER 14 – UNDERSTANDING FINANCIAL DOCUMENTS

- Describe financial statements for organizations.
- Describe employee payroll deductions and prepare a payroll register.
- Describe purchase transaction forms and procedures.
- Prepare a bank reconciliation.

CHAPTER 16 – LEADING WITH CONFIDENCE

- Describe differences in and theories of leadership and management.
- Describe and develop qualities of effective leaders.
- Describe common leadership styles.
- Describe and develop skills and strategies for successfully leading people.

REVIEW AND FINAL

CLASS CALENDAR—SPRING 2022

POFT 1349-272, Administrative Office Procedures II

Weeks	Chapter	Opening Date	Due Date
Weeks 1 & 2	Chapter 9 – Developing Presentation Skills	1-17-22	1-30-22
Weeks 3 & 4	Chapter 10 – Planning Meetings and Events	1-31-22	2-13-22
Weeks 5 & 6	Chapter 11 – Managing Physical Records	2-14-22	2-27-22
Weeks 7 & 8	Chapter 12 - Managing Electronic Records and Mail	2-28-22	3-13-22
Week 9			
Weeks 10 & 11	Chapter 13 – Coordinating Business Travel	3-21-22	4-3-22
Weeks 12 & 13	Chapter 14 – Understanding Financial Documents	4-4-22	4-17-22
Weeks 14 & 15	Chapter 16 – Leading with Confidence	4-18-22	5-1-22
Week 16	Review and Final	5-2-22	5-9-22

COVID INFORMATION

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. If you are still symptomatic, please contact DeEtte Edens at dedens@southplainscollege.edu or 806-716-2376 prior to your return date.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

ADA STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- 1 Never leave your personal property unsecured or unattended.
- 2 Look around and be aware of your surroundings when you enter and exit a building.
- 3 Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- 4 When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

STUDENT CONDUCT

Students are expected to follow all guidelines of conduct as outlined in the *2019-2020 Student Guide*. The Student Guide can be found on the South Plains College Website. **Food or drinks will be allowed in designated areas only and are not permitted in classrooms or computer laboratories. Cell phones must be SILENT or TURNED OFF during class time.** Please do not take calls in the classroom. Classroom disruptions will not be tolerated.

If a student continues to be disruptive to class after receiving a warning, he/she will be asked to leave class. Your cooperation is certainly appreciated and will benefit the overall learning environment. Cheating on exams or any assignment will result in the student receiving a failing grade. Smoking is not allowed in any SPC facility.

EMERGENCY INFORMATION

In case of **emergency**, contact the following numbers but **DO NOT** leave a voice mail message
894-9611, ext. 2338 - Levelland Campus
806-716-4677 – Lubbock Center
885-3048, ext. 2923 - Reese Center (mobile 893-5705)

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. **Students are not allowed to bring children to class** and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.