

**COURSE SYLLABUS
SPRING 2023**

Course Title: POFT 2331-271, Admin Project Solutions
Meeting Time: Section 271; M 1:00 - 2:50 PM Room LC 124
Instructor Information:

Instructor:	Miran Faulks Hill				
Office:	LC 120G (Lubbock Center)				
Office Telephone:	806.716.4917				
E-mail:	mhill@southplainscollege.edu				
Office Hours:					
	Monday	Tuesday	Wednesday	Thursday	Friday
	8:00 AM - 11:00 AM	By Appt.	8:00 AM - 11:00 AM	By Appt.	8:00 AM - 10:00 AM

COURSE DESCRIPTION: This course provides an experience in Project Management and Office Procedures utilizing integration of previously learned skills.

TEXT AND OTHER MATERIALS

Express Employment Professionals Business Office Technology Certification, iCEV
OneDrive or 1GB+ Flash/Jump drive

****You will purchase bundle from the SPC bookstore to get materials and online code.****

EVALUATION POLICY

This is a capstone course that is heavily project based. You will have many simulation tasks to be completed throughout the course. Each unit will have vocabulary, tasks, projects, and an assessment. You will have a Final Certification Exam for the course - if you pass you will be exempt from a Final Exam. If you do not pass the Final Certification Exam you will be required to take a comprehensive final for the course.

GRADING POLICY

Your semester grade will be calculated as follows:

Introduction Assignment & Syllabus Summary	5%			
In-Class Attendance	10%			
Unit Assignments and Projects	45%			
Unit Assessments (Quizzes)	30%			
Certification Exam and/or Final Exam	10%			
90-100 = A	80-89 = B	70-79 = C	60-69 = D	Below 60 = F

Absolutely no late work accepted. I will not reopen assignments. *

ATTENDANCE POLICY

This is an in-person course, so please be advised that your attendance and participation is extremely important. Don't put off for tomorrow what you can get done today!

If you do not complete the first assignment prior to the 12th day of class you will be dropped as "Never attended". So, make sure you get in and get to work.

We can see when you last logged into Blackboard so don't wait until the last minute – there will be no extensions. You will get a grade for attendance. If you are present in class you get a 100 for the day. If you are absent you get a 0. I will drop 4 (FOUR) missed classes from your grade at the end of the semester.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of "W" is **April 27th, 2023**. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated every Friday, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit

<https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

COVID-19

For information and resources about COVID-19, please visit

<https://www.southplainscollege.edu/emergency/covid19-faq.php>.

DIVERSITY, DISABILITIES, NON-DISCRIMINATION, TITLE V PREGNANCY, CAMPUS CONCEALED CARRY

For information regarding official South Plains College statements about **Diversity, Disabilities, Non-Discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry**, please visit:

<https://www.southplainscollege.edu/syllabusstatements/>

STUDENT CONDUCT

Expected student conduct is as outlined in the SPC catalog. Please note that there is an online component to this course and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.

ASSIGNMENT DUE DATES

Week 1: January 22nd – Introduction and Syllabus Assignment

Week 2: January 29th – Unit 1: Workplace Technology

Week 3: February 5th – Unit 2: Telecommunications Basics

Week 4: February 12th – Unit 3: Introduction to Computers

Week 5: February 19th – Unit 4: Operating Systems and Networking

Week 6: February 26th – Unit 5: Microsoft Word Basics

Week 7: March 5th – Unit 6: Business Mailing Procedures
Week 8: March 12th – Unit 7: Business Documents and Technology
Spring Break March 13-17
Week 9: March 26th – Unit 8: Microsoft PowerPoint Basics
Week 10: April 2nd – Unit 9: Microsoft Excel Basics
Week 11: April 9th – Unit 10: Microsoft Access Basics
Week 12: April 16th – Unit 11: Microsoft Publisher Basics
Week 13: April 23rd – Unit 12: Internet Basics
Week 14: April 30th – Unit 13: Web Ethics & E-Issues
Week 15: May 7th – Unit 14: Business Ethics *Certification Review*
Week 16: May 11th – Certification Exam and/or Final Exam

Note: All deadlines are at 11:59 PM on Sunday unless you are notified differently. New Assignments open on Sunday at 6 AM.

TECHNICAL PROBLEMS/SUPPORT: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail blackboard@southplainscollege.edu as your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN! Remember the saying “TECHNOLOGY HAPPENS”! So, it is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

1. iCEV will not be affected if Blackboard is down, so go ahead and complete your work in ICEV.
2. If you have to email me attachments and Blackboard is down, you can email them to my SPC email (only in an emergency!) at mhill@southplainscollege.edu Use these options only as a last resort. If you must use one of these options, email and call me to let me know.