

# COURSE SYLLABUS

Spring 2024

**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		1-4 PM.	10 AM-12 PM
<b>Other times by appointment—Lubbock Center—Room 120F</b>				

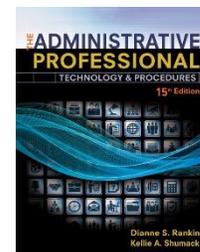
**COURSE DESCRIPTION:** This course is a study of current office procedures, duties, and responsibilities applicable to an office environment.

## TEXT AND OTHER MATERIALS

*The Administrative Professional*, Fulton-Calkins, Rankin, Shumack; 15<sup>th</sup> Ed., ©2017.

ISBN: 9781305581166

1GB+ Flash/Jump drive **or OneDrive**



**Textbook and Supplies:** All that is needed for the course is a **Cengage Unlimited Card** for \$124.99 (plus tax). This will get you the access code to this class with E-Book and also the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!

You can purchase access to Cengage Unlimited in the bookstore, or through my Blackboard course during the first week of class. To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says Course Content. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

**You will need to sign into Blackboard and choose the class you want to enter. For this class, click on the course link on the left side of the screen labelled Course Content. If you are asked for a course key, you have not signed in correctly through Blackboard. It will ask you to enter your Cengage Unlimited Access code and input other information.**

**Email: pwells@texasbook.com / Phone: 806-716-2097**

**You may rent up to four (4) physical textbooks through Cengage Unlimited for \$8.99 each!**

**Flash Drive on which to save your files or you may use One Drive (recommended).  
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 POLICY:** 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 MyLabT at least three times a week. Remember, you can work on this class 24/7.

**Always go to BB first and use the MindTap link to access your assignments. The recommended browser is FireFox or Chrome.**

## **WITHDRAWAL POLICY**

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. 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.

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 1st drop date for the semester. **However, if your average is 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 "F" (not an "X"). **The last day to drop a class is April 25 2024. Discuss this with your instructor before dropping.**

## **ASSIGNMENT POLICY**

**MindTap** will be used for most assignments. Reading of each chapter is critical if you want to do well on MindTap. You can set homework reminders on your electronic devices for deadlines. Assignments will open on Monday morning and will be due on Sunday nights at 11:59 PM. MindTap assignments should be done in the order they are presented. Your work may be done at any time from home or by using a SPC computer lab. You can't wait until Sunday to do your work. It MUST be spread throughout the week. **NOTE: Not all of your grades will be in MindTap; your final grade will always be shown in Blackboard. After you finish your MindTap assignments, make sure they flow over to Blackboard. Sometimes this takes a few days.**

## 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. Additional subjects and material may be added for various chapters.

## GRADING POLICY

<b>Tutorial Quizzes—3 attempts, no time limit</b>				<b>5%</b>
<b>Attendance</b>				<b>10%</b>
<b>Premium Quizzes—1 attempt, 30 minutes</b>				<b>15%</b>
<b>MindTap Activities</b>				<b>60%</b>
<b>Final Exam</b>				<b>10%</b>
<b>90-100 = A</b>	<b>80-89 = B</b>	<b>70-79 = C</b>	<b>60-69 = D</b>	<b>Below 60 = F</b>

## 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.

## 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 2024

### POFT 1349-271, Administrative Office Procedures II

Weeks	Chapter	Opening Date	Due Date
Weeks 1 & 2	Chapter 9 – Developing Presentation Skills	1-16-24	1-28-24
Weeks 3 & 4	Chapter 10 – Planning Meetings and Events	1-29-24	2-11-24
Weeks 5 & 6	Chapter 11 – Managing Physical Records	2-12-24	2-25-24
Weeks 7 & 8	Chapter 12 - Managing Electronic Records and Mail	2-26-24	3-10-24
March 11-15			
Weeks 9 & 10	Chapter 13 – Coordinating Business Travel	3-18-24	3-31-24
Weeks 11 & 12	Chapter 14 – Understanding Financial Documents	4-1-24	4-14-24
Weeks 13 & 14	Chapter 16 – Leading with Confidence	4-15-24	4-28-24
Week 15	Review and Final	4-29-24	5-6-24

## COVID 19 INFORMATION

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376

SPC will follow the recommended 5-day isolation period for individuals that test positive.

**Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**

### COVID Reporting

Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment if they have completed:

The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.

Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

**Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement here:**

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

## 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.