

**COURSE SYLLABUS
SPRING 2024**

Course Title: POFT 2331-271, Administrative Project Solutions

Meeting Time: Section 271; M 1:00 PM - 2:50 PM; LC 124

Instructor Information:

| | | | | |
|--------------------------|--|------------------|-----------------|-----------------|
| Instructor: | Miran Rivera | | | |
| Office: | LC 120G (Lubbock Center) | | | |
| Office Telephone: | 806.716.4917 | | | |
| E-mail: | mriviera@southplainscollege.edu | | | |
| Office Hours: | | | | |
| | | | | |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 9:00 - 9:30 AM | 8:15 - 11:00 AM | 9:00 - 9:30 AM | 8:15 - 11:00 AM | 8:30 - 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

Integrated Business Projects, Olinzock, Arney, Skean; 3rd Ed., ©2011. ISBN: 9780538731096
OneDrive or 1GB+ Flash/Jump drive

EVALUATION POLICY

This is a Capstone Course and Project Oriented. You will have textbook reading assignments and digital file creation assignments for each Project. Simulation tasks are included in the textbook assignments to be completed throughout the course. There are NO EXAMS for this course. Grades will be given based on Project completion and accuracy.

GRADING POLICY

Your semester grade will be calculated as follows:

| | | | | |
|-----------------------------------|------------------|------------------|------------------|---------------------|
| Part I - Projects 1-7 | 30% | | | |
| Part II - Projects 8-14 | 30% | | | |
| Part III - Projects 15-18 | 15% | | | |
| Part IV - Capstone Project | 25% | | | |
| 90-100 = A | 80-89 = B | 70-79 = C | 60-69 = D | Below 60 = F |

SOFTWARE

We will use Microsoft Office products (Word, Xcel, Publisher, PowerPoint, Access)
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>.

The data files needed for each project will be uploaded and found in the Weekly Assignment Content folders of BlackBoard.

ATTENDANCE POLICY

Students are to be punctual and in attendance to each scheduled meeting. It is imperative to be present during scheduled class time. This helps create an atmosphere of learning, discussion, and growth for all students. Attendance will be considered at the end of the semester towards extra credit. 2 total points of extra credit will be given for perfect attendance. Students are expected to attend class the entire scheduled class meeting time.

WITHDRAWAL POLICY

The last day to withdraw/drop with a grade of "W" is **April 25th, 2024**. 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.

COURSE OBJECTIVES

Integrated Business Projects

ASSIGNMENT DUE DATES

Week 1: January 22nd - Project 1 - Preparing Marketing and Administrative Documents

Week 2: January 29th - Project 2 - Creating Personnel Documents AND

Project 3 - Preparing Administrative Documents

Week 3: February 5th - Project 4 - Creating Materials to Promote the Company

Week 4: February 12th - Project 5 - Creating Training Presentations

Week 5: February 19th – Project 6 – Preparing Advertising Materials Desktop Publishing

Week 6: February 26th – Project 7 – Desktop Publishing with Publisher

Week 7: March 4th – Project 8 – Managing Payroll Records

Week 8: March 11th – Project 9 – Managing Budgets AND

Project 10 – Managing Business Travel Documents

SPRING BREAK MARCH 11 - 15

Week 9: March 25th – Project 11 – Determining Costs for Events

Week 10: April 1st – Project 12 – Performing Statistical Analyses

Week 11: April 8th – Project 13 – Preparing Financial Documents

Week 12: April 15th – Project 14 – Creating Presentations for Independence Day

Extravaganza

Week 13: April 22nd – Project 15 – Managing Guides and Their Certifications

Week 14: April 29th - Project 16 – Managing Equipment

Week 15: May 6th – Project 17 – Managing Resort Operations AND

Project 18 – Managing Information Requests

Week 16: May 9th - Capstone Project – Preparing Materials for Bridge Day

Note: All deadlines are at 11:59 PM on Monday 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. Cengage will not be affected if Blackboard is down, so go ahead and complete your work in Cengage.
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 mriviera@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.

Cengage Unlimited Access Code

You may purchase your Cengage access code in the bookstore or online. If you purchase online please select delivery of the code as -Access Delivery- do not ship it to your address. If you have questions please call immediately for help.



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