

Midland College
POFT 1309 - Syllabus
Administrative Office Procedures I
SCH (3-0)

Course Description:

Students will study current office procedures, duties, and responsibilities applicable to an office environment and of an office professional.

Text, References, and Supplies:

1. *The Administrative Professional, Technology and Procedures* 15th Edition by Rankin/Shumack, Cengage Learning.
2. Access code for [Cengage Unlimited](#) (This is an access code that includes eTexts, trainings, and videos. It is required for exams and assignments)
3. USB Flash drive for saving your work
4. Access to computer with Microsoft Excel 2019 installed and internet connection
5. The course uses Respondus Lockdown Browser and Respondus Monitor for exams. Students pay \$15 for a 1-year subscription for unlimited usage of LockDown Browser at MC. Respondus Monitor is an add-on feature for LockDown Browser that enables students to use a webcam to record themselves during a non-proctored exam. Students will need to purchase a license (\$10 for the course) to use this feature. Exams may not be taken without the use of Lockdown Browse and Respondus Monitor.

Learning Outcomes:

SLO1. Students will develop time management techniques.

SLO2. Students will demonstrate communication skills.

SLO3. Students will identify the basic skills of an office professional.

Student Contribution/ Class Policies:

Students are encouraged to contact the instructor at any time. If you need to meet with the instructor, you will need to make an appoint to guarantee the instructor's availability at a specific time.

Students will be expected to exhibit professional behavior in class. With regard to cell phone use, keep it on silent and do not take calls unless it is an emergency. Texting, social networking, gaming or any other type of cell phone activity is not permitted during class time. Students may not use their cell phones at all while completing exams.

Students **MUST** actively participate by completing an academic assignment required by the instructor by the official census date. ***Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.***

Students are expected to participate in class regularly. It is the student's responsibility to log into Canvas. All due dates can be found on the course schedule posted in Canvas. Students are expected to behave in a manner that will not interfere with the learning process.

Should you find that you are unable to complete the course, it is necessary for you to contact the Office of Student Services at Midland College and officially drop the class; otherwise a grade of "F" will be given for the semester grade. The policy for student withdrawals is stated in the college Catalog in the

[Student Rights & Responsibilities section](#). The last day for withdrawal is published in the Midland College catalog and the current course schedule.

Midland College does not tolerate scholastic dishonesty or academic misconduct in any form. Please read the [Midland College student handbook](#).

COVID-19 prevention

Students attending face-to-face classes during the fall semester are required to wear face masks and maintain physical distancing at all times while in classrooms and buildings.

Students are encouraged to self-screen for COVID-19 symptoms each day before coming on campus. Students experiencing COVID-19 symptoms should stay home. Students are required to clean their own workspaces before and after each class using products provided by the college.

Grading/ Evaluation of Students:

It is important that the student complete all homework assignments. Late assignments will not be accepted. There will be no exceptions to this policy. Grading/ Evaluation of Students: Upon completion, your performance objective scores will be translated to percentages and the percentages to grades. Assignments will be evaluated and a score assigned. The score will be expressed as a percentage of possible points earned. Percentages are converted to grades and will be assigned as follows:

<70% = F, 70% - 79% = C, 80% - 89% = B and 90% - 100% = A

Class Assignments and Homework	40%
Exams/Quizzes (all exams will be proctored)	60%
Total	100%

Proctored Exams:

All exams must be proctored. A proctored exam is an exam that is supervised by an approved, neutral person (a proctor) who ensures the identity of the test taker and the integrity of the test taking environment. The course uses Respondus Lockdown Browser and Respondus Monitor for exams. Students pay \$15 for a 1-year subscription for unlimited usage of LockDown Browser at MC. Respondus Monitor is an add-on feature for LockDown Browser that enables students to use a webcam to record themselves during a non-proctored exam. Students will need to purchase a license (\$10 for the course) to use this feature. Exams may not be taken without the use of Lockdown Browser and Respondus Monitor.

Assignments/Exams:

All assignments/exams have a due date. No late submissions will be accepted.

Feedback will be given through Canvas within a week of the due date of the assignment.

Course Schedule:

For a tentative schedule of the class material and specific due dates of assignments to be covered, please refer to the schedule provided under Schedule and Syllabus Module in Canvas.

Canvas:

It is important for you to log into [Canvas](#) every day. Canvas is our main communication method.

Non-Discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Tana Baker

Title IX Coordinator/Compliance Officer
3600 N. Garfield, SSC 131
Midland, Texas 79705
(432) 685-4781
tbaker@midland.edu

For further information on notice of non-discrimination, visit the ED.gov Office of Civil Rights website, or call 1 (800) 421-3481.

Americans with Disabilities Act (ADA) Statement:

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit www.midland.edu/accommodation and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice of Accommodations" letter will be sent to instructors outlining any reasonable accommodations.

Applied Technology Division Information:

Division Dean:	Curt Pervier	143 TC	(432) 685-4677
Program Chair:	Heather Sanders	142 TC	(432) 686-4821
Division Secretary:	Lisa Tanner	143 TC	(432) 685-4676

Communication is important! If you have a problem that is interfering with your successful completion of this course, please contact the instructor. Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor's availability at a specific time.

Allow 48 business hours for the instructor to return all calls and emails.

Disclaimer: Throughout the course we link to other sites often. These sites may change or move. If it is moved, we do not know about it until someone tells us - be that someone!