

Course Syllabus

OT 20 – Office Systems and Procedures

Instructor: Mike Sorensen

Office: HUM 52

Phone: 638-3641 Ext. 3615

Office Hours:

Text: The Electronic Office, Tilton, Jackson, & Rigby

Objectives:

Provide an understanding of:

- the tasks and responsibilities of the administrative assistant
- the components of a professional image, including job attitudes and office relationships
- current office information systems and technology
- document creation and distribution
- financial and legal duties of an administrative assistant
- employment regulations
- employment and advancement opportunities

Course Content:

This course consists of lectures, demonstrations, discussions, and student presentations.

Grading:

Grades will be determined by the following weight of assignments:

Tests	50%
Projects	30%
Homework	10%
Participation	10%

Grades will be based on the following scale:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
Below 60%	F

Classroom Behavior:

You are to come to class prepared. All pagers must be turned off. All cellular phones must be put on quiet mode.

Attendance:

Your education is preparing you for a career in the business field. There is no such thing as an excused absence field in business. Therefore, excessive absences will not be tolerated. If you are absent more than five class meetings your grade may be reduced by one letter grade. Continued absences beyond five meetings may result in being dropped from the class. If you know that you must be absent for a class meeting, please tell me at the class meeting prior to your absence.

Last day to drop this course: **March 10, 2000**