# *Office Technology 17 Job retention REEDLEY COLLEGE*

##### *Fall 2013 Fridays, 11:20 - 1:10 in Bus. 43 10/18 - 12/13/2013*

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##### *D:\Users\Pam\Pictures\MP Navigator EX\2010_08_09\IMG.jpgOffice Hours : By arrangement*

### *REQUIRED TEXT and SUPPLIES:*

* *Business Skills, OT17 – Job Retention (Custom Book created for you by Reedley College)*
* *Jump Drive (aka USB drive, Flash drive, Thumb drive)*

### *Catalog Description:*

*This course will cover a variety of topics related to succeeding at work as an office assistant, an administrative assistant, a secretary, and/or a medical administrative assistant. Topics will include job orientation, business office employer expectations, customer service, dealing with difficult coworkers in the office, goal setting and career planning, mentoring, continuing education, and business ethics. Students will also be asked to examine their personal lives to determine and correct any potential issues that may hinder their ability to maintain their jobs in an office.*

### *In the process of completing this course, students will:*

1. *Study the changing and challenging office*
2. *Develop professional skills*
3. *Practice time management*
4. *Prepare to meet the challenges of the active and diverse office environment*
5. *Study working in a medical office*
6. *Study working in a legal office*

### *ATTENDANCE:*

*Just as it is expected that employees will be present for all workdays, students are expected to attend all class meetings, be on time, and be in class the entire class session. Emailing me to tell me you will be absent does not excuse you but is considered a professional courtesy and will be noted in your attendance record. Students leaving class before the end of class will be recorded as absent. Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office.*

*holidays: Thanksgiving Break November 29*

### *TARDIES:*

*Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late.*

### *PARTICIPATION:*

*Students are required to participate in all class discussions and activities.*

### *HOMEWORK/lab assignments:*

*Homework will be assigned for each chapter, and will be a large part of your course grade. Homework is due weekly according to your syllabus.*

### *FINAL EXAM:*

 *The date and time of the exam will be announced.*

### *ADA*

*If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.*

### *Academic Dishonesty*

*Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.COURSE SCHEDULE (Subject to change):*

|  |  |  |  |
| --- | --- | --- | --- |
| *CLASS PERIOD* | *DATE* | *LECTURE/HOMEWORK/QUIZ/EXAM* | *POINTS* |
| *1* | *10/18* | *Introduce Class/Syllabus* | *5* |
| *2* | *10/25* | *Chapter 1 lecture* | *5* |
| *3* | *11/1* | *Chapter 2 lecture* | *5* |
| *Chapter 1 Homework due* | *10* |
| *4* | *11/8* | *Chapter 3 lecture* | *5* |
| *Chapter 2 Homework due* | *10* |
| *5* | *11/15* | *Chapter 4 lecture* | *5* |
| *Chapter 3 Homework due* | *10* |
| *6* | *11/22* | *Chapter 5 Lecture**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Chapter 4 Homework due* | *5**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**10* |
| *7* | *11/29* | *NO CLASS – THANKSGIVING BREAK* |  |
|  |  |
| *8* | *12/6* | *Chapter 5 lecture* | *5* |
| *Chapter 4 Homework* | *10* |
| *9* | *12/14* | *Chapter 6 Homework* | *10* |
| *Final* | *100* |

|  |  |
| --- | --- |
| *Assignment* | *Total Points* |
| *Participation* | *35* |
| *Homework* | *60* |
| *Final* | *100* |
| ***TOTAL*** | ***195*** |

*GRADING SCALE*

|  |  |
| --- | --- |
| *Percentage* | *Grade* |
| *90-100* | *A* |
| *80-89* | *B* |
| *70-79* | *C* |
| *60-69* | *D* |
| *<60* | *F* |