# Office Technology 17 Job retention REEDLEY COLLEGE

##### Spring 2013 Fridays, 2-3:50 in PE 352 1/11-3/8

##### Mrs. Marie Byrd-Harris Office: FEM 1A Phone: 638-3641, Ext: 3199

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##### D:\Users\Pam\Pictures\MP Navigator EX\2010_08_09\IMG.jpgOffice Hours in FEM 1A: by appointment

### 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. Calling 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 or else possibly receive a grade of F.

holidays: Lincoln Day February 15, 2013

### DROP DEADLINE: \_\_\_\_\_\_\_\_\_\_

### 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. You may not start the homework during class. You may not study for another class, sleep, surf the Internet, or read a book during class.

### HOMEWORK/lab assignments:

1. Homework is to be submitted through BlackBoard’s Digital Drop Box.
2. Homework is due by midnight, the night before class. Set your alarm!
3. Early homework submission is welcome.
4. Electronic submission of homework requires you save your files using the following file naming format: **LAST NAME FIRST NAME CHAPTER # ASSIGNMENT**
5. INCORRECT FILE NAMES WILL RESULT IN LOST POINTS.
6. Correctly label each part of your assignment. Example: Activity 5-1, Sample Exam Questions, etc.

### QUIZZES:

A POP Quiz will be given any time a cell phone is activated or a text message is sent or received, or a cell phone is within view during class. Set it to silent and put it away.

### FINAL EXAM:

The final exam will be given at the end of the quarter, during Finals Week. Early Finals are not allowed so please don’t ask me to break the college’s rules. The date and time of the exam will be announced.

### WEB ADDRESS TO ACCESS YOUR PROGRESS GRADES:

http://sc.webgrade.classmanager.com/reedleycollege/

Your User ID is the same as your Reedley College Student ID.

I will email you your password and a link to the Web site at the end of week 2.

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If you already use WebGrade, your ID and Password will not be different.

### 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 | 1/11 | Introduce Class | 5 |
| 2 | 1/18 | Chapter 1 lecture | 5 |
| 3 | 1/25 | Chapter 2 lecture | 5 |
| Chapter 1 Homework | 10 |
| 4 | 2/1 | Chapter 3 lecture | 5 |
| Chapter 2 Homework | 10 |
| 5 | 2/8 | Chapter 4 lecture | 5 |
| Chapter 3 Homework | 10 |
| 6 | 2/15 | No Class  (Lincoln Holiday) |  |
| 7 | 2/22 | Chapter 5 lecture | 5 |
| Chapter 4 Homework | 10 |
| 8 | 3/1 | Chapter 6 lecture | 5 |
| Chapter 5 Homework | 10 |
| 9 | 3/8 | Chapter 6 Homework | 10 |
| Final | 20 |

|  |  |
| --- | --- |
| Assignment | Total Points |
| Participation | 35 |
| Homework | 60 |
| Final | 20 |
| **TOTAL** | **115** |

GRADING SCALE

|  |  |
| --- | --- |
| Earned Points | Grade |
| 115-104 | A |
| 103-93 | B |
| 92-81 | C |
| 80-70 | D |
| <70 | F |