

State Center Community College District

# Reedley College OT-17

OT-17 Job Retention and Responsibilities, 1 Unit (Section number 58902) Fall Semester August 15, 2016

– December 16, 2016, Tuesday

Meeting place/time: PE 352, 1:00—1:50

Instructor: Sean Stephens, MBA

e-mail: [sean.stephens@reedleycollege.edu](mailto:sean.stephens@reedleycollege.edu)

Phone: 559-370-6373 (call or text)

## Remind App

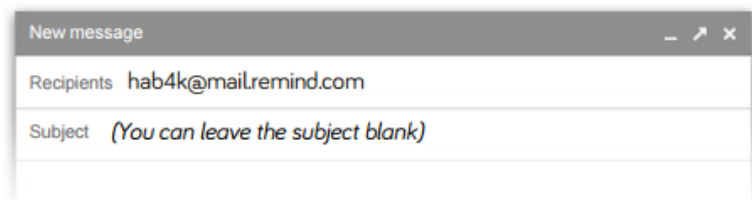
On rare occasions, I am unable to make it to class. In those cases, I use the *Remind* app to send out a notice that class is cancelled. I will also use the app to send out assignment deadline reminders, etc. If you would like these reminders, follow these steps:

To receive messages via text, text **@hab4k** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @hab4k'.

Trouble using 81010? Try texting **@hab4k** to **(559) 472-0066** instead.



Or to receive messages via email, send an email to **hab4k@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.



***ADA Statement***

If you have a verified need for an academic accommodation or materials in alternate media, i.e. Braille, large print, electronic text, etc, per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.

***Communications with the instructor***

Communications with the instructor can be handled before or after class in BUS 49 or via e-mail. Your instructor will make every effort to respond to your e-mail within 24 hours Monday –Friday.

***Instructor Availability***

The instructor will not be available on Saturdays, Sundays, or holidays to reply to e-mail.

***Observed Holidays***

September 5, 2016 Labor Day

November 11, 2016 Veteran's Day

November 24-25, Thanksgiving

[Academic Calendar](#)***Required Textbook***

None. All materials will be Internet downloadable or provided on BlackBoard.

***Course Prerequisites:***

To complete this course successfully, you must:

Have the ability to read collegiate textbooks and handouts

Follow written instructions

Be able to operate a personal computer

Send e-mail with attachments and receive e-mail with attachments

Navigate web pages

***Technology suggestion for completing assignments outside of class time***

- A personal computer with a Pentium-4 class processor or higher, 1 GB RAM and 2 GB available storage space
- Broadband connection to the Internet
- A valid e-mail address
- Operating system software: Microsoft Windows 7, Vista, or XP\*
- Application software:
- Word Processor (MS Word, Open Office Writer, Corel Write, etc)
- Spreadsheet Software (MS Excel, Open Office Calc, Corel Calculate, etc)
- Presentation Software (MS PowerPoint, Open Office Impress, Prezi, Corel Show, etc)
- SQL Database Software (MS Access, Open Office Base, etc)
- Web browser software such as MS Internet Explorer or Google Chrome

Students must make sure their computer hardware and software work properly.

Computers are available for use at the Reedley College Computer lab in the library. Library computers are equipped with MS Office 2010. Classroom instruction will include both MS Office and Open Office suites.

***Attendance***

Attendance to this class is mandatory. The instructor reserves the right to take attendance at any time during the class period.

The instructor reserves the right to drop a student after 3 unexcused absences.

***Course Description***

This course covers a variety of topics related to succeeding at work an office setting. Topics 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.

***Student Learning Outcomes***

The students who have completed this course satisfactorily will:

- Recognize situations that require problem solving and be able to apply their skills, both personal and technological, to that situation
- Provide good customer service within a variety of circumstances
- Determine what activities are inappropriate in an office setting
- Set professional and personal goals
- State reasons for pursuing continued education
- Explain their rights as an employee

***Drop from and reinstatement to the class***

It is your responsibility to drop this class by the drop date or to file a petition to be reinstated to this class.

***Reading, class activities, assignments, and examinations***

Materials for this course, including the course syllabus, are posted on the BlackBoard web site for this class. Assigned reading and hands on exercises, as stated in the class schedule, must be completed thoroughly. It is the student's responsibility to make sure their assignments and examinations are submitted on time and can be read by the instructor.

Assignments, examinations, and projects must be completed by the due date or risk losing 5% credit per day for that assignment for each day late.

Class activities are the activities conducted during class meetings. Each class activity is worth 25 points. Students must attend the class to earn class activity points.

***Examinations and quizzes***

All examinations and quizzes must be completed individually in the classroom on their designated dates during class.

Collaborations are not allowed on any of the examinations or quizzes

The materials for quizzes are directed readings, handouts, and lecture information

All quizzes are closed book/closed notes

One makeup examination is allowed with the instructor's advanced approval and must be completed within two days after the exam date.

No makeup class activity is given

Late assignments will be assessed a 5% daily penalty

***Grading scale***

90 – 100%	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
59 % and below	F

***Various policies***

Campus code requires that shoes or sandals and appropriate attire be worn at all times on campus. Cheating and plagiarism will be treated according to the policy specified in the Course Catalogue of Reedley College.

A student will be subject to discipline if he or she:

- Prevents other students from pursuing their authorized curricular or co-curricular interests.
- Interferes with or disputes faculty and administrators who are fulfilling their professional obligations
- Prevents classified employees from fulfilling their prescribed duties.
- Deliberately endangers the safety of persons or the security of college property
- Violates [SCCCD Computers and Networks Usage Policy](#).