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

Required Participation:
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.

Text, References, and Supplies:
   - Should you choose to purchase your textbooks somewhere other than the college bookstore you should always check with the instructor first to make sure that there has not been a change in books and that you are purchasing the complete package used for the course.
2. Access code for MindTap® Reader.
3. USB Flash drive for saving your work

Students Learning Outcomes and Core Competencies:
1. Students will develop time management techniques.
2. Students will demonstrate communication skills.
3. Students will identify the basic skills of an office professional

Student Contributions, Responsibilities and Class Policies:
Students will be expected to comply with the policies outlined in the Midland College Catalog. Instructor policies concerning attendance and academic behavior are consistent with the policies in the student handbook. Regular attendance is required to do well in this class. Students will be evaluated based on the results of examinations given throughout the semester.

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.

The last day for withdrawal is published in the Midland College catalog and the current course schedule. To drop a course, the student must complete an official withdrawal form with Student Services.

Midland College does not tolerate *scholastic dishonesty or academic misconduct* in any form. Please read the Midland College Catalog.
Cell Phones: Students should silence or turn off cell phones during class time. If you receive a call you must take, step out of the classroom to answer. Texting, social networking, gaming or any other type of cell phone activity is not permitted during class time. Students should not use their cell phones at all while completing exams.

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.

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
- 90% - 100% = A

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Class Assignments and Homework</td>
<td>40%</td>
</tr>
<tr>
<td>Exams (ALL Exams will be proctored in lab 149TC)</td>
<td>50%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</tbody>
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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.

Proctored Exams:
All exams must be proctored, while you can use your text, keep in mind that they are timed so you must be ready to complete it once it is opened. Exams will not be reset if you accidently access them.

Course Schedule:
This class meets for an equivalent of 3 contact hours per week. 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.

Americans with Disabilities ACT (ADA):
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or
accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

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10/26/16