

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Office Systems Technology

Course Title : Practicum - Administrative Assistant/Secretarial Science, General

Section Name : POFT 2365

Start Date : 08/22/2011

End Date : 12/09/2011

Modality : FACE-TO-FACE

Credits : 3

Instructor Information

Name : Wende Ramos

OC Email : wramos@odessa.edu

OC Phone # : 432.335.6488

Office Hours:

Monday	8-8:30 a.m. 11:30 a.m. -1p.m.
Tuesday	8-9:30 a.m. 11 a.m. – 1 p.m.
Wednesday	8-8:30 a.m. 11:30 a.m. -12:30 p.m.
Thursday	8-9:30 a.m. 11 a.m. – 12:30 p.m.

Friday by Appointment

Arrangements may be made for additional hours as needed; contact me at 432.335.6488 or email at wramos@odessa.edu .

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. General training and experiences take place in a workplace. The college along with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study.

Prerequisites/Corequisites

Sophomore standing and consent of the department chair.

[Scans](#)

1,5,6,7,9,10

Course Objectives

1. *Create documents following directions in manuals. (4)
2. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. Format/Transcribe documents. (6)
4. *Proofread documents. (2)
5. *Verify calculations made by others. (3)
6. Distribute documents. (4)
7. *Use and store reference and other materials. (4)
8. Project positive attitude. (5)
9. Interact with others professionally. (5)
10. Follow protocol. (5)
11. Maintain confidentiality. (10)
12. Meet the needs of clients/customers. (5)
13. Work within the organization to meet the demands of supervisors and other co-workers. (5)

14. *Use persuasive and expository communication techniques to demonstrate leadership skills. (5)
15. *Negotiate with supervisor and supervising faculty member on goals to be accomplished during the cooperative experience. (5)
16. Work effectively with clients/customers and co-workers who are of a different gender, age, religious, socioeconomic. (5)
17. Work as a member of the corporate organizational team.(7)
18. Monitor and correct performance when counseled by the supervising employer or supervising faculty member. (7)
19. Suggest improvements to existing systems during the evaluation phases of the cooperative experience. (7)
20. *Use critical thinking skills in dealing with clients/customers. (9)
21. Make timely decisions under minimal supervision. (9)
22. *Solve problems posed by client/customers and co-workers. (9)
23. Dress appropriately/professionally. (10)
24. Demonstrate appropriate business etiquette. (10)
25. Demonstrate initiative. (10)
26. Demonstrate dependability. (10)
27. Demonstrate punctuality by coming to work on time. (10)
28. Adapt to change. (10)
29. Demonstrate/accept responsibility. (10)
30. Come to work every day that is scheduled. (10)
31. Demonstrate pride in work accomplishments. (10)
32. Work cooperatively with clients/customers and co-workers. (10)
33. Express a pleasant personality when dealing with clients/customer and co-workers. (10)
34. Maintain emotional self-control. (10)
35. Demonstrate honesty and integrity when dealing with clients/customers and co-workers. (10)
36. *Perform decision-making activities. (9)
37. Prepare and deliver oral presentations. (11)
38. Gather information. (6)
39. *Examine career opportunities. (6)
40. *Identify employment sources, both traditional and not.(6)
41. Investigate interview procedures. (6)
42. *Design a resume. (6,9)
43. *Create and process job application forms. (6,9)
44. Demonstrate interviewing skills. (9)

*INDICATES INTEGRATED, CORECURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

None

Course Requirements (Lectures, Assignments and Assessments)

ASSIGNMENT	DUE DATE	352 Hours Needed
Training Station Agreement	September 6	
Timesheet-August	September 13	
Timesheet-September	October 4	
Timesheet-October	November 8	
Timesheet-November	December 7	
Timesheet-December	December 7	
Supervisor Performance Evaluation	December 7	
Luncheon/ bring your boss **We will all try to sit together****	Odessa College Saulsbury Room Room 130 November 16, Wednesday, 11:30- 1pm	

Grading Policy

GRADING SCALES	GRADING PERCENTAGES
A = 90-100	Contract 20%
B = 89-80	Timesheets 50%
C = 79-70	Employer Evaluation 20%
D = 69-60	Instructor Evaluation 10%
F = Below 59	

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

