

Syllabus for Advanced Technical & Professional Office Procedures– Distance Education		
Semester & Year	Spring 2018	
Course ID and Section #	BT 53B-V3684	
Instructor's Name	Michelle Henson	
Day/Time	TBD	
Location	Online	
Number of Credits/Units	3	
Contact Information	<i>Office location</i>	Distance Education - Online
	<i>Office hours</i>	By Appointment
	<i>Phone number</i>	(530) 515-5221
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Textbook Information	<i>Title & Edition</i>	The Administrative Professional: Technology and Procedures 15th edition
	<i>Author</i>	Fulton-Calkins, Rankin, Shumack (2016)
	<i>ISBN</i>	1-305-58116-4
Course Description		
<p>A course in advanced preparation for the administrative professional occupation, including budget preparation, proprietary information systems, strategic planning, development of meeting documents, and the importance of workplace ethics and effective communication in diverse environments. Students deal with concepts relevant to resolving issues in business, emphasizing the use of reasoning and analytical skills, team concepts, ethics, diversity, and their application to business decisions.</p>		
Student Learning Outcomes		
<ol style="list-style-type: none"> 1. Apply teambuilding and problem solving-skills while working as a team member to complete a project such as a strategic plan or production plan for an office. 2. Advanced techniques using spreadsheet applications to develop office budgets. 3. Knowledge of organizational structures and shared governance models and the development of meeting documents. 4. General understanding of risk management. 		
Special Accommodations		
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
Academic Support		
<p>Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more.</p>		
Academic Honesty		
<p>In the academic community, the high value placed on truth implies a corresponding intolerance of</p>		

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scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProcedureSrev1.pdf Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProcedureSrev1.pdf

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Student Commitment:

This is a semester long course that requires six or more hours per week of your time. You will need to review the assignment schedule thoroughly, ask questions if needed, and plan your time accordingly. There are assigned lectures, videos to watch, participation in online discussions, group projects, and exams to complete.

Instructor Commitment:

I access the class website daily and attempt to respond to all messages and student questions posted in the discussion forum within 24 hours. If you need a more immediate response, I will respond to phone calls or text messages. I announce upcoming exams once available online and updates to the assignment schedule.

Feedback is provided on submitted written assignments within one week of assignment due date.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at:

(http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus

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authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.