



CLASS NUMBER AND NAME: MN230C—CAREER PLANNING AND ADVANCEMENT

TOTAL CLOCK HOURS/UNITS: 25 HOURS/2.5 UNITS

PREREQUISITES: CM127C—Introduction to Microsoft Word II

TEXTS AND MATERIALS: *The Administrative Professional Technology and Procedures 14e.* Fulton-Calkins, Ph.D.; Thomson South-Western, 2011.

Your Career 7e. Levitt & Harwood, Cengage Publishing, 2010.

CLASS DESCRIPTION: This class is designed to teach students how to work effectively, either as an administrative professional who works from home or in an office environment. Students learn job search and interviewing skills and the basics of effective leadership and management. The final project is creating an online portfolio for job search.

CLASS OBJECTIVES: After completing this course, the student should have a fundamental understanding of the skills and personal characteristics necessary to meet the high standards of top-level administrative assistant positions.

CLASS FORMAT OVERVIEW: The class is a combination of lecture and lab work.

REQUIREMENTS: Since lecture, in-class assignments, and team assignments are the main means of instruction in this class, students are expected to be present every day to participate in class discussion, to participate in team activities, and to communicate with team members and the instructor in a timely, professional manner.

Students are to be absent no more than five days during the module, or they must re-enroll for that portion of the class. At all times, it will be up to the student to learn of any work assigned while he or she was absent. In-class assignments are given periodically and may not be made up.

TESTING: An open-binder test covering materials assembled in the student's reference manual is given at the end of each 25-hour module.

GRADING POLICIES:

The following grading policies will apply:

1. Each assignment and attendance will receive a letter grade. The average of these assignments will be worth 40 percent of the final grade.
2. A final project will be worth 30 percent of the final grade.
3. The student's reference manual and open-binder test will be worth 30 percent of the final grade.

Late Assignment(s): One late assignment will be accepted without penalty each module. Subsequent late assignments will be lowered one letter grade each week they are overdue.

FINAL GRADE:

The final grade will be the result of all work completed. The final letter grade will be calculated as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

CLASS SCHEDULE AND ASSIGNMENTS:

The modular schedule for Office Management is outlined at the end of this syllabus. A daily class schedule and assignment sheet will be distributed by the instructor.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will:

1. Demonstrate the ability to plan work, manage time, and meet deadlines.
2. Demonstrate the ability to interact with others in a professional, businesslike manner.
3. Understand the importance of public relations and etiquette in all aspects of office management.
4. Demonstrate the ability to produce high-quality work and an understanding of the importance of attention to detail.

5. Display proper formatting guidelines for business documents.
6. Demonstrate the ability to research, organize, and present information for written and oral reports.
7. Demonstrate the ability to understand the issues in being a teleworker, the skills needed to advance in a job, and the difference between management skills and leadership.
8. Demonstrate the ability to use critical thinking skills to analyze situations and make decisions.
9. Use the Internet and a web-based library to find current information on the role of a teleworker and setting up a home-based business.

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5 Week	6 Week	3 Week	Topics	Assignments	Due Dates
Week 1	Week 1	Week 1	Teleworker/Virtual Assistant	Read Handout Project/textbook assignment	
	Week 2		Seeking Employment	Read Chapter 15 Questions on page 296 Find a current article on the topic Project/textbook assignment	
Week 2	Week 3	Week 2	Seeking Employment	Social Networking Online Portfolio Projects	
Week 3	Week 4		Your Career	Job Search Process Market Yourself Resumes Job Interview	
Week 4	Week 5	Week 3	Leading with Confidence	Read Chapter 16 Questions on page 315 Find a current article on the topic Project/textbook assignment	
Week 5	Week 6		Office Projects	Final Projects Binder	

The instructor reserves the right to adjust this schedule as necessary to meet the course objectives.

OFFICE MANAGEMENT REFERENCE MANUAL ASSIGNMENT

A desk manual is a helpful organizer for the administrative assistant in a new job. Such a manual contains explanations of company policies and procedures, examples of company forms, and instructions for handling the duties of your job. If such a reference tool is not available when you start your new position, begin at once to compile information so that you can create a desk manual.

During each module of the Office Management course, you will be collecting information and learning techniques necessary for your career as a professional administrative assistant. Creation of a reference manual (which will later be a resource tool on the job) is required in each of the modules of the class.

Format:

The manual must have dividers to separate materials assembled during each module of the course. Information in each section should be arranged so that it follows the sequence of the chapters studied during the module (see the listing on this course outline). A word-processed title page and table of contents, outlining the materials to be found in each section, must be included at the beginning of the binder.

The binder must include class handouts, notes, and assignments. If a student is absent from class, it is his/her responsibility to (1) request a copy of any handouts from the instructor and (2) make arrangements with another student to copy the notes taken in class or outline the information after reading the chapter in the text.

Grade:

Completeness	25 points
Organization/Presentation	5 points

Organization/presentation will be evaluated by the instructor according to the directions specified under "Format" above. Completeness will be determined by the student's performance on an "open-binder quiz" at the end of each module.

**Office Procedures
Reference Manual Assignment**

Grade Sheet

Student _____

Date _____

Binder Format	Points Possible	Point Earned
Typewritten Title Page	2 points	
Table of Contents	3 points	
Class Notes/Handouts	5 points	
Class Assignments/Projects	5 points	
Completeness	10 points	
Organization/Presentation	5 points	
TOTAL POINTS	15 points	
BINDER GRADE		