

**Southern Arkansas University Tech**  
P.O. Box 3499 ~ Camden, AR 71711 ~ 870-574-4453  
[www.sautech.edu](http://www.sautech.edu)

### Online Course Information Sheet

**Course Number:** OS 2233

**Course Title:** Office Procedures

**Course Description:** A course designed to prepare the student for actual service as an executive secretary or supervisor including a study of the duties, responsibilities, and personal qualifications of a secretary and the most efficient methods of performing office duties.

**Instructor Name:** Phyllis Hutson

**Instructor Bio:** I am the instructor of Office Systems Technology. I earned my BBA and MAT from SAU and my MBA from the University of North Alabama.

**Prerequisite:** Completed CO1103 (Comp I) and OS 1123(Keyboarding) or evidence of ability to type 25 wpm

**Textbook Title:** Procedures & Theory for Administrative Professionals, Fulton-Calkins & Stulz, 6<sup>th</sup> Edition, South-Western Cengage Learning, 2009, Procedures & Theory for Administrative Professionals applications workbook

**Learning Outcomes:**

1. Develop the skills and knowledge needed for the twenty-first century office, work effectively with teams, controlling time and stress, and behaving ethically in the workplace
2. Develop technical skills to work successfully with computer hardware and software, reprographics, and virtual situations
3. Develop an understanding of the communication process and skills in oral and written communication, and presenting before groups
4. Effectively handle office mail, records management, meetings and conferences, and travel arrangements

**Teaching Methodology, including description of interaction between student and instructor:** Following step by step instructions from the textbook and student CD. Interaction between student and instructor will be handled through e-mail, discussion forum, and one on one contact via telephone if necessary.

**Methods of Testing:** Exams in the form of multiple choice and true or false are given through Blackboard within a specified time frame.

**Enrollment Procedures:**

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 add/drop fee is assessed for adds/drops that take place after classes start.

**Special Enrollment Issues (specialized software or equipment, access to a particular network, or similar requirements):**

**Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):**

The final exam must be taken at an approved proctor site.

**Access to Learning Resources:**

Students will receive all required discussion materials through the Internet, links to texts, and the electronic mail with Blackboard. Students will be required to purchase the course textbook, if applicable, and Learning Resource Center access is encouraged but not required to be successful. Textbooks can be ordered online. The Bookstore number is (870) 574-4510. The Library number is (870) 574-4518.

**Other Considerations (writing ability, assignments/projects, time considerations, etc.):**

Students will need Internet access, Microsoft Word, Adobe Acrobat Reader, and the ability to send and receive e-mail attachments using the e-mail within Blackboard.