



Southern Arkansas University Tech

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870.574.4453 or 870.574.4586

www.sautech.edu

ONLINE COURSE INFORMATION SHEET

Course Number: OS2233

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 Information: Procedures & Theory for Administrative Professionals, Fulton-Calkins & Stulz, 6th 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

On-Campus Requirement

The final exam must be taken at an approved proctor site. Visit the college website at www.sautech.edu for detailed information.

Modes of Interaction

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 Assessment

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

Enrollment Procedures

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

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 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 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: <http://www.sautech.edu.edu/studentResources/admissions.aspx>

Course Registration Website: <http://www.sautech.edu/studentResources/advising.aspx>

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: <http://www.sautech.edu/lrc/index.aspx>

Bookstore Website: <http://sautech.textbooktech.com>

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Other Considerations

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Office 2010
 - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
- Adobe Reader 7.0 or higher – used to read files in pdf format
 - Cost: Free
 - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
 - Cost: Free
 - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
 - Cost: Free
 - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
- Windows Media Player – used to listen play audio files
 - Cost: Free
 - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
 - Cost: Free
 - Can be downloaded to your computer from <http://javashopl.m.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->