

TODAY'S OFFICE

OFADM 315, Section 5895

Spring 2018

Instructor
Day/Time
Office
Office Hours
Phone
E-mail
Web Page

Mrs. Nancy Backlund
T/Th 9:35 a.m.–12:40 p.m., FH 133
FH 120C
Monday-Thursday 8-9:15 a.m. and by appointment
575-6497
backlundn@mjc.edu
<http://backlundn.faculty.mjc.edu>

Catalog
Description

Provides a simulated office environment to give students the experience that is often necessary in obtaining and keeping an office position. Students will be "hired" as an employee within the simulated office with the availability of transferring to other positions later in the course. Application of skills and knowledge necessary to be an effective employee will be emphasized. Upon mastery of necessary skills, students may be placed as interns in offices to gain additional experience. *The course should be taken in the student's last two semesters before graduation or certificate completion.*

Prerequisites: OFADM 202 and OFADM 314

Student
Learning
Outcomes

Upon completion of the course, the student will be able to:

1. Demonstrate correct telephone techniques in dealing with customers and co-workers within an office.
2. Solve problems encountered with customers (instructor) within the simulation with appropriate results.
3. Demonstrate appropriate attire, attendance, skills, and attitude when placed in an office internship.

Attendance

Good attendance and promptness is vital. You are to notify the instructor or your office manager on or before the start of class on any day that you will be late or absent. Due to the class environment, other workers may need to "fill-in" for you if you are late or absent, thereby increasing their workload. If you miss two or more of the class meetings or work days, your grade may be lowered. After an absence, it is your responsibility to contact your office manager regarding missed work and fill out the appropriate paperwork. If you choose to stop attending the course, it is your responsibility to drop the course.

If you have missed 25% of the class meetings as of the third week of the semester, you will not be eligible for intern placement and/or will be dropped from the course.

If you need special accommodations for the course, the Disability Services web page offers contact information that may be of help:

www.mjc.edu/student-services/disability

Course
Procedures

The course will be run similar to an office. You may be given a placement test upon applying for a position in Today's Office. Once hired, you will be given daily work assignments and projects by your office or department manager. Most of the finished assignments will be evaluated as to whether they are "mailable" or "unmailable." Competency in the utilization of a variety of office machines (telephone, computer, copier, facsimile machine, etc.) will be required.

Grading

You will be required to wear business attire to class each day as well as appropriate business attire to the workplace when interning. Good grooming is imperative.

On-the-job training (interning) will occur once you have shown the qualities, skills, and knowledge necessary to work in an office setting. This may occur the last six to eight weeks of the semester. You will be placed, during your normal class hours, in an actual office as an office assistant to gain more experience in the daily workings of an office. Transportation will be your responsibility. Any business information observed is **confidential** and should not be shared with others unless it is discussed with the instructor.

The course grade is based on the following: Assignments (60%) and Internship (40%). There are no exams in this course. Assignment grades will be determined by simulation work.

Academic Integrity

Cheating or plagiarism demonstrates a failure to complete the most basic requirement of any course. Thus, the instructor may administer academic consequences for violating the Academic Integrity Policy ranging from partial or no credit on an exam or assignment to an F in the course. The instructor may also consider that a student's violation of academic integrity should be a consideration for disciplinary measures, such as suspension or removal from the course or the College. Disciplinary action for violating academic integrity is administered through the office of the Vice President of Student Services under Board Policy 5007 (Student Code of Conduct).

You are expected to have read and understood the Student Rights and Responsibilities section of the ***MJC 2017-2018 Catalog*** on **pages 363-370**. This would include Standards of Student Conduct & Behavior as well as Maintaining Academic Integrity.

You must do your own work! As stated in the MJC Catalog:

The grading of a student's work rests on the fundamental idea that an instructor is evaluating a student's own work, so cheating or plagiarism demonstrates a failure to complete this most basic requirement of any course. Thus a faculty member may administer academic consequences for violating the Academic Integrity Policy ranging from partial credit to an F on the assignment or exam.

Attempting to submit an assignment that is not entirely your own work or one that has been altered to appear as your own will receive a failing grade and may face disciplinary measures such as being removed from the course or failing the course

Textbook and Materials Final

Recommended: *The Gregg Reference Manual*, 10th ed., William A. Sabin

Tuesday, April 24 at 10 a.m.