

San Joaquin Valley College

Course Syllabus

Course:	BUS 160: The Modern Office Professional
Total Semester Units:	3.0
Instructor: Advising Times: Phone: Email:	
Class Schedule:	Monday through Thursday Insert Dates and Time of Class
Textbook(s):	Insert Text Information from Current Textbook List
Course Description: This course prepares students to transition from the classroom to today's computerized office. Students will develop time management, organization, communication, telecommunication, and email skills. Students will create professional documents, meeting agendas, memos and office email messages throughout the course. A number of projects will be assigned in which students experience and resolve common problems encountered in the modern office environment.	
Course Learning Outcomes Upon completion of this course, the student will be able to: <ol style="list-style-type: none"> 1. Identify the responsibilities, role and setting of the modern office professional 2. Demonstrate professional use of office equipment and software, including MS Outlook, and maintain office records 3. Communicate clearly and professionally with the office team and clientele 4. Organize travel arrangements and meetings 5. Demonstrate the problem-solving and time management techniques needed to coordinate the tasks and duties of an office professional 6. Demonstrate improved keyboarding skills 	
Grade Item Weights <ul style="list-style-type: none"> • 20% Quizzes • 20% Projects/Homework • 50% Exams • 10% Professional Development 	

Projects / Homework:

Enter a brief description of type and number of assignments here.

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Quizzes:

Exams:

Professional Development:

Our campus is a professional training ground for students who will soon enter the workplace. As such, this instructor will reward students who model professionalism in appearance and attitude. As a student in my class, your best efforts are expected every day and Professional Development points can be earned by.....

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	-	100%	=	A
80	-	89%	=	B
70	-	79%	=	C
65	-	69%	=	D
Below 65			=	F

NOTE: Students may be required to submit course paperwork through TurnItIn. TurnItIn checks paperwork for originality and generates a report which may help improve citation and/or avoid potential plagiarism.

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Weekly Outline of Curriculum			
Week 1	Daily Objectives	CLO #	Assignments & Activities
Day 1 date			
Day 2 date			
Day 3			
Day 4			
Week 2	Daily Objectives	CLO #	Assignments & Activities
Day 5			
Day 6			
Day 7			
Day 8			
Week 3	Daily Objectives	CLO #	Assignments & Activities
Day 9			
Day 10			
Day 11			
Day 12			
Week 4	Daily Objectives	CLO #	Assignments & Activities
Day 13			
Day 14			
Day 15			
Day 16			
Week 5	Daily Objectives	CLO #	Assignments & Activities
Day 17			
Day 18			
Day 19			

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Day 20			
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Institutional Classroom Standards

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook* and the *College Catalog*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

- A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.
- B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.
- C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:
 - i. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.
 - ii. Missed quizzes may not be taken.
 - iii. Missed midterms or final exams, however, may be taken in accordance with college policy.
- D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.
- F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.
- G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

CHANGE is the only constant in life. The professional environment can be unpredictable with changing deadlines, meetings, and demanding customers. Be flexible and adaptable.

This syllabus is only a guideline and subject to change.