INSTRUCTOR'S NAME: Jerri Scribner
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CLASS MEETING DATES: January 9 – June 4
CLASS MEETING TIMES: 9:07 – 10:42 MW
DROP DATE: May 1, 2015

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY.

I. COURSE DESCRIPTION
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer; the student combines classroom learning with work experience. Includes a lecture component.

II. PREREQUISITE
Instructor approval prior to enrollment.

III. COURSE MATERIALS
Instructor will provide additional materials.

IV. COURSE FOCUS
Your work experience should:
A. Add a unique dimension to classroom instruction through on-the-job experience and training.
B. Test career aptitude and interest against practical job requirements before graduation.
C. Develop self-confidence, maturity, professional skills and an understanding of human relations.
D. Receive, in most cases, earnings to help defray the cost of education.
E. Gain a professional contact that may be used as a reference for after-graduation employment.
V. COURSE COMPETENCIES
A. Improve interpersonal skills in class and on the job.
   1. Work as a team member to accomplish your employer's goals.
   2. Meet with members of your work group to identify problems that need to be addressed.

B. Implement and enhance critical thinking and decision-making skills.
   1. Students will formulate specific measurable learning objectives. Learning objectives should be time-lined, specific and measurable.
   2. Students will carefully evaluate alternative job objectives. Final job objectives will be selected based on their importance to the work place and the student's professional development.
   3. Students will process and assimilate knowledge acquired in seminars. Students will apply this knowledge on the job to enhance the accomplishment of their professional and academic goals.

C. Understand the social, organizational and technological systems that operate in the "real world" of business.
   1. Student will discuss and analyze job objectives with supervisors and/or management personnel to determine the organizational and technological needs of the business.
   2. Students will determine how their job objectives relate to the goals of their employer.
   3. Students will work and communicate with clients, customers and management to successfully complete their learning objectives.
   4. Students will research and receive input from all available personnel and resources to complete their learning objectives.

D. Allocate resources efficiently and effectively.
   1. Students will use good time-management skills to complete their objectives as scheduled.
   2. Students will identify objectives which allow them to extend their knowledge and skills.
   3. Students should know the cost of materials, supplies, equipment, software and other business resources and utilize the business control systems which safeguard these resources.

E. Demonstrate competence in selecting and applying technology.
   1. Students will select appropriate computer software systems to expedite the accomplishment of their learning objectives.
   2. Students will demonstrate competence in applying computer technology to their learning objectives.

VI. SCANS SKILLS
Evaluation of SCANS skills will be based on completion of the Cooperative Education Employer Survey.
Managing Resources—Manage materials, space, and staff.
Exhibiting Interpersonal Skills—Teach others, Lead work teams, Negotiate with others.
Applying Systems Knowledge—Understands systems, design/improve systems.
Demonstrating Basic Skills—Speaking.
Exhibiting Personal Qualities—Self-esteem, sociability, and integrity.
TEKS SKILLS
1. Demonstrate professional standards as required by business and industry.
2. Apply concepts of critical thinking and problems solving.
3. Abide by risk-management policies and procedures for technology to minimize loss.
4. Facilitate internal and external office communications to support work activities.
5. Perform scheduling functions electronically to facilitate on-time, prompt completion of work activities.
6. Use information technology tools to manage and perform work responsibilities.
7. Use spreadsheet software to create business-related spreadsheets.
8. Enter formulas and functions in a spreadsheet document.
9. Select a format and procedure to produce memoranda appropriate for a given purpose.
10. Select document type and layout to produce business letters.
11. Select appropriate writing methods to produce a variety of reports.
12. Record transactions to manage cash fund accounts, tallies receipts, and proofs work to prepare bank deposits.
13. Demonstrate accurate bookkeeping guidelines to reconcile bank statements.
14. Demonstrate leadership and teamwork skills in collaborating with others to accomplish goals and objectives.
15. Maintain work flow to enhance productivity.
16. Implement processes for purchasing business supplies, equipment, and services.
17. Establish procedures to maintain equipment and supplies.
18. Identify career opportunities in business occupations and implements job-seeking skills to obtain employment.
19. Apply principles of effective human relations skills.
20. Use employability skills to gain a position in a company.
21. Identify skills and attributes necessary for professional advancement.
22. Develop skills for success in the workplace.
23. Apply work ethics, job expectations, multicultural considerations, and communication skills in the workplace.
24. Apply word-processing technology.
25. Demonstrate project-management skills to improve workflow and minimize costs.

VII. EVALUATION
Final grade will be determined by several factors:
A. Setting and accomplishment of goals including the difficulty of the goals. 60%
   (If you have been on the job for six months or more, you should take care to select objectives related to new and/or expanded tasks.)
B. SAM Test Preparation Software 10%
C. Online Portfolio Project 10%
D. Passing Certification Test to become Microsoft Office Specialist Certified 10%

VIII. HOLIDAYS
There will be no classes or open labs on the following dates:
Martin Luther King Jr. Day January 19, 2015
Spring Break March 9 – 13, 2015
Good Friday April 3, 2015
Student/Staff Holiday April 27, 2015
Memorial Day Holiday May 25, 2015
IX. CLASSROOM POLICIES
GISD/Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children are not permitted in the labs or classrooms at any time. No pagers, beepers, or telephones. Please turn cell phones off when you are in the classroom and lab.

X. ATTENDANCE POLICIES
You have enrolled for three credits and it is mandatory that you work 320 hours during the semester.

XI. STUDENT SATISFACTION SURVEY
Please complete this survey for each course you are taking this semester. You may submit it at any time. You will remain anonymous; your instructor will not know who you are unless you want to include your name. Instructors will not see the results of the class surveys until after grades have been submitted at the end of the semester. We are interested in students’ honest opinions regarding all courses in the Business Office Systems & Support Program every semester. To complete the survey go to the BOSS Home Page. The web address is: http://www.richlandcollege.edu/boss/survey.php.

XII. INSTITUTION POLICIES
Refer to the Richland College website: www.richlandcollege.edu or to www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf.

In order to be successful, students must attend and participate in enrolled courses.

Academic Progress: Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check www.richlandcollege.edu/admissions/process.php for more details.

XIII. COURSE OUTLINE
► Orientation/Get Acquainted.
► Review syllabus and ELE Student Handbook.
► Discuss possible job-related objectives.
► Complete the forms using the computer. All forms must be completed in Word.
► Return forms. (These forms must be completed on the computer with all blanks filled in and signed).
► Discuss preparation of Final Project – Online Resume/Portfolio
► Discuss Microsoft Office Certifications
► Complete GMetrix Training and Test Preparation Software
► Final Signatures on Learning Objectives.
► Turn in Evaluation Form
► Present and turn in hard copy of Final Project – Online Resume/Portfolio.