在线课程大纲

课程：POFT-1309（行政办公室程序）
部分：78426
学期：春季2019年（更新5/10/19）

WBT办公室——建筑T，135室
（劳动力/商业/技术）
972-273-3450

八周课程

此课程大纲旨在作为指南。北大湖学院和您的教师保留权利对内容、时间表和要求做出必要的修改，以促进最佳教育，同时考虑到影响此课程的现有条件。

您的教师是Monica Peelman，mlpeelman@dcccd.edu
（在学期期间所有电子邮件均在36小时内回答）

本课程为网络课程，且课堂出勤度根据您与您的教师的交换信息来衡量。

所有课堂作业需在每周末晚12点前完成（例外：第8周，见时间表）。课程的最后一天是2019年12月12日。

先修课程：键盘技能要求。POFT 1329（初级键盘）或证明具有能力。

课程信息
课程标题：行政办公室程序
课程编号：POFT-1309
部分编号：78426
学分：3
This course bridges the gap between the basic skills courses and current office practices. Topics include electronic and traditional filing, electronic and traditional mail processing, telephone techniques, planning, and facilitating meetings, and interpersonal communications.

**Required Textbooks and Materials**


   All student data files are online at the following Companion Website:

2. Microsoft Word 2016, available on-campus in room T-225 or [free download](#)

Accessing the course: [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu)

**How Your Grade is Determined**

**CHAPTER ASSIGNMENTS**

You will complete and turn in assigned exercises from your textbook found under Assignments in Blackboard. These assignments will be checked for accuracy and graded using the following procedure.

**Developing Critical Thinking Skills**

Student responses are based on opinion; however, (1) or (2) points will be deducted if the response is too brief or too general. Thought should be given as to the likelihood of success related to each situation.

**Using the Web**

(2) points deducted for omitting source of information--sources are checked

(2) points deducted for any part of the assignment that is omitted

**Applications**

(10) points deducted for not spell checking.

(5) points deducted for form errors

(5) points deducted for incorrect or omitted information where applicable

**Overall Grading**

(10) points deducted for not spell-checking documents

(5) points for incorrect formats for memos, letters, and reports

Any additional grading information will be included in each assignment as needed.

**Tests**

Each test is based on 100 points. Points deducted for each incorrect answer are given in the instructions of each individual test. All tests are online open-book tests.
INTERNATIONAL PROJECT - REQUIRED

This project is based on 150 points and is graded as follows:
(10) points deducted for each typo--for not spell checking
(1) point deducted for each punctuation or grammar error
(10) points deducted for omitting any part of the assignment
(5) points deducted for omitting sources of information--URLs must be included

The International Project is the common assessment activity for this course.

SCAVENGER HUNT (TECHNOLOGY UPDATE)

Students are to visit a nearby computer store and research the latest computers and their features, software, peripherals, and other new products on the market. The purpose of this assignment is to bring the student up to date concerning advances in technology. The scavenger hunt is based on 100 points. There are 13 questions students must answer, each worth (7.7) points each.

PORTFOLIO (Extra-Credit – 50 pts)

Students may develop a personal career portfolio for this class. Employment prospects today are very competitive, and students need an edge to place them at the top of this competitive market and a portfolio can make the difference. This document is designed to make it easy for students to display their best work and accomplishments. Employers and college admissions staff will use your completed portfolio to judge your academic ability, maturity, and motivation. Your portfolio, along with a personal interview, could help determine your future employment or your acceptance into a two- or four-year college. The portfolio should include the following:

• An appropriate three-ring notebook/binder
• Typed letter of introduction
• Typed resume
• Three (3) letters of recommendation
• Three (3) samples of your work
• An official college and/or high school transcript
• Copies of your personal interests and achievements

Your portfolio is to be electronically sent to your instructor. Any documents such as letters of recommendation, transcripts, certifications, etc., should be scanned and included in your portfolio.

The portfolio will be graded by a rubric. You will find a copy of the rubric online under Course Documents.
Evaluation Procedures

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Toward Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Assignments</td>
<td>780 points</td>
</tr>
<tr>
<td>Tests (4)</td>
<td>400 points</td>
</tr>
<tr>
<td>Scavenger Hunt Project</td>
<td>100 points</td>
</tr>
<tr>
<td>International Project</td>
<td>150 points</td>
</tr>
<tr>
<td>Total points possible</td>
<td>1,430 points</td>
</tr>
</tbody>
</table>

Percentage Grading Scale Resulting in the following point system grading scale:

\[
1430 \times 90\% = 1287 - 1430 = A \\
1430 \times 80\% = 1146 - 1286 = B \\
1430 \times 70\% = 1001 - 1145 = C \\
1430 \times 60\% = 858 - 1000 = D \\
\quad 857 \& below = F
\]

Exams and Assignments

There are 12 chapter assignments, 4 tests, 1 scavenger hunt (technology update), and 1 international project.

Students are to follow the Completion Schedule for due dates for all assignments. Work must be submitted on time. Ten points will be deducted for assignments over a week late, except for the last week. **No late assignments will be accepted after Dec. 8.** Should an emergency occur, contact your instructor immediately. Any computer problems are expected to be repaired promptly. Computer down time is not an acceptable excuse for late work.
Extra-Credit Opportunity (50 pts. Possible)

**Discussion Forum Participation**

Participation in the discussion forums is optional, but a great way to earn extra-credit points. It is also critical for maximizing your learning experiences in all distance-learning courses and you are encouraged to participate in the forums. In each course, you are required to be a part of an online community of learners who collectively interact, through discussion, to enhance and support the professional performance of each other. Part of the assessment criteria for the course, therefore, includes assessing the quality and quantity of your participation in the discussion forum.

Some characteristics we consider to be part of excellent discussion contributions are outlined below. Your facilitator will consider these characteristics when assessing the quality and level of your participation.

**DISCUSSION FORUM PARTICIPATION RUBRIC FOR EACH QUESTION**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>0 pts.</th>
<th>1 pt.</th>
<th>2 pts.</th>
<th>3 pts.</th>
<th>4 pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity and Timeliness</strong></td>
<td>Does not submit at least one post early in the session.</td>
<td>Submits at least one thoughtful post early in the session.</td>
<td>Submits at least one thoughtful post early in the session, and at least one response to other learners</td>
<td>Submits at least one thoughtful post early in the session, and at least two responses to other learners</td>
<td>Submits at least two or more thoughtful posts early in the session and at least two responses to other learners at various times during the session.</td>
</tr>
<tr>
<td><strong>Demonstrates knowledge and understanding of content and applicability to professional practice</strong></td>
<td>Post(s) and responses show little evidence of knowledge and understanding of course content and applicability to professional practice.</td>
<td>Post(s) and responses show evidence of knowledge and understanding of course content and applicability to professional practice.</td>
<td>Post(s) and responses show evidence of knowledge and understanding of course content and applicability to professional practice and include other resources that extend the learning of the community.</td>
<td>[null]</td>
<td>[null]</td>
</tr>
</tbody>
</table>

- You should submit your initial post(s) early in the session, and your subsequent responses to the posts of other learners at timely intervals within the duration of the session. Keep in mind the goal is to have a good discussion around the major content of the session.
• Your posts and responses should be thorough and thoughtful. Just posting an "I agree" or "Good ideas" will not be considered adequate. Support your statement with examples, experiences, or references. You are, however, encouraged to be brief — keep each post and response to one or two short paragraphs. Keep in mind that your fellow learners will be reading and responding to you, too.

• Make certain that in all your posts and responses you address the question, problem, or situation as presented for discussion. This does not mean you should not extend the topic, but do not stray from the topic.

• Discussions occur when there is dialogue. So, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.

• When relevant, add to the discussion by including prior knowledge, work experiences, references, Web sites, resources, etc. (giving credit when appropriate).

• Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors.

Given the above rubric, students could earn a maximum of 50 points. Total points will be added to the grade book at the end of the semester.
**Course Objectives**

The course focuses on basic procedures for handling office tasks. Completing the activities and exercises will provide practical steps for handling office tasks efficiently. Students will learn how to manage the office tasks by studying time management techniques. The student will demonstrate an increased knowledge, skill, and ability in specified areas of office responsibility.

**Specific Course Learning Outcomes**

<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>LEARNING OUTCOMES</th>
<th>ASSESSMENT</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>• Explain the changes, innovations, and trends and their impact on a business office.</td>
<td>• Assignments, Tests Project</td>
<td>C1, C3, C5, C6, C7, C8, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F6, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>• Identify technical skills, basic knowledge skills, personal qualities, and interpersonal skills an office professional needs in the workplace</td>
<td>Assignments, Tests Project</td>
<td>C1, C3, C5, C6, C7, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F3, F5, F6, F7, F8, F9, F10, F13, F14, F15, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, and 35.</td>
</tr>
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<td>ASSESSMENT</td>
<td>SCANS</td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
</tbody>
</table>
| Chapter 3 | • Apply job search techniques,  
• Prepare a resume & cover letter & prepare for an interview | Assignments, Tests Project | C1, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F13, F14, F15, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35. |
<p>| Chapter 4 | • Demonstrate how to manage your work, time and other resources. | Assignments, Tests Project | C1, C3, C5, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F3, F5, F7, F8, F9, F10, F13, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35. |
| Chapter 5 | • Demonstrate excellent telephone techniques and use of telephone technology | Assignments, Tests Project | C5, C7, 10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35. |</p>
<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>LEARNING OUTCOMES</th>
<th>ASSESSMENT</th>
<th>SCANS</th>
</tr>
</thead>
</table>
| Chapter 6         | • Apply Business English skills in the production of business documents  
                    • Proofread documents | Assignments, Tests Project | C1, C3, C5, C7, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, and F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, and 35. |
<p>| Chapter 7         | • Demonstrate how to process mail | Assignments, Tests Project | C1, C4, C5, C7, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F13, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, and 35. |
| Chapter 8         | • Demonstrate correct filing techniques &amp; records management | Assignments, Tests, Project | C1, C3, C4, C5, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F3, F7, F9, F11, F12, F13, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35. |</p>
<table>
<thead>
<tr>
<th>Chapter 9</th>
<th>LEARNING OUTCOMES</th>
<th>ASSESSMENT</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Perform basic financial skills</td>
<td>• Assignments, Tests Project</td>
<td>C1, C2, C3, C7, C9, C11, C12, C13, C14, C15, C16, C19, F1, F2, F11, F12, F13, F14, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td></td>
<td>• Demonstrate how to change US dollars to foreign currency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter 10</td>
<td>• Schedule appointments and demonstrate how to receive visitors</td>
<td>Assignments, Tests Project</td>
<td>C1, C4, C7, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F5, F6, F7, F8, F9, F11, F12, F13, F14, F15, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Chapter 11</td>
<td>• Make travel arrangements</td>
<td>Assignments, Tests Project</td>
<td>C1, C2, C4, C5, C10, C11, C12, C13, C14, C15, C16, C19, F1, F2, F3, F5, F7, F8, F9, F10, F13, F14, F16, F17 and Workplace Skills 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 32, 33, 34, and 35.</td>
</tr>
<tr>
<td>Chapter 12</td>
<td>• Plan meetings and conferences</td>
<td>Assignments, Test, Project</td>
<td>C1, C3, C4, C5, C7, C10, C11, C12, C13, C14, C15, C16, C18, C19, F1, F2, F3, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F16, F17 and Workplace Skills 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, and 35.</td>
</tr>
</tbody>
</table>
Learning Outcomes Map to Performance Objectives

The learning outcomes address the following SCANS competencies and foundation skills: C1, C3, C5, C6, C11, C12, C13, C14, C15, C16, C17, C18, C19, F1, F2, F5, F7, F8, F9, F10, F11, F12. See the list below for an explanation of these items.

In addition to the SCANS listed above, successful completion of this course will also address SCANS C10, F13, F14, F16, F17. The following Workplace Skills will be addressed: 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 34, 35.

Performance Objectives

SCANS

The Secretary's Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. The Office Technology Department at North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment.

|--------------------------|-----------|----------------|----------------------------------------------------------------------------------|
SCANS Foundation Skills Table

|--------------|--------------------------|---------------------------------------------------------------|

**Workplace Skills**

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
30. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
31. Evaluate options.
32. Set priorities.
33. Select/Implement options/decisions including prediction of results of proposed action.
34. Organize personal workloads.
35. Participate in brainstorming sessions to generate new ideas and solve problems.


**Student Contributions**

Each student will spend three to five hours per week preparing for class. Participation is critical to student success in this class.

If you read, highlight, and summarize information from the text and make notes in the text margins, you will spend your study time efficiently and will be able to participate effectively as a class member. The assignments for each chapter are to be completed in one file, saved using your last name and chapter number (example: Shelton-Ch1), and sent to your instructor as an attachment to an email message unless otherwise directed. All forms are to be completed and sent separately as attachments to email messages. Your assignment sheets under Assignments will explain how to submit any documents separately from your chapter.

Your contribution includes the following:

1. Be punctual in submitting assignments
2. Read the text
3. Complete assignments
4. Participate in activities and discussions
5. Complete tests on time
6. You do not have to contact your instructor each week for attendance purposes
7. Your weekly assignments will serve as your attendance in the class.

**Attendance**

Since this is an online course, your attendance will be taken based on your turning in assignments on time each week.

Class begins on **Oct. 22, 2019**.

The last day of class is **Dec. 12, 2019**.

The last day to withdraw from a class is **Nov. 29, 2019**.
Late Work. All coursework is due according to the Completion Schedule and due by midnight each Sunday evening. Course assignments more than a week late will be penalized 10 points, except for the last week. **No late work will be accepted after Dec. 8.** (In certain circumstances such as illness or work-related issues, work may be accepted late without penalty. This late work will be accepted only with a slip from the doctor or a supervisor’s verification when it is work-related.)

Institutional Policies

DCCCD Emergency Operating Procedures  
Link to video

Academic Dishonesty

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.
2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.
3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an un-administered test or information about an un-administered test.
4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
   1. A grade of zero or a lowered grade on the assignment or course.
   2. A reprimand.
   3. Suspension from the college.
Notification of Absence Due to Religious Holy Day(s)

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

Requirements of the Americans with Disabilities Act (A430)

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.

Link to Disability Services Office page

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

Administrative Withdrawal

Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

Drop Policy

If you are unable to complete this course, you must officially withdraw by Friday, Nov. 29, 2019. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing
Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the Fall 2002 semester. For further information, go online to:

[Link to Third Course Attempt page]

Stop Before You Drop

For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:

[Link to Course Drops page]

Financial Aid Statement and Certification of Attendance

You must attend and participate in this course in order to receive federal financial aid. I am required by law to validate your attendance in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as (but not limited to) the following examples:

1. initiate contact with me to ask a question about the academic subject studied in the course
2. submitting an academic assignment
3. taking an exam
4. completing an interactive tutorial
5. participating in computer-assisted instruction
6. attending a study group that is assigned by the instructor
7. participating in an online discussion about academic matters relating to the course

In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: [Link to FAFSA page]
Counseling Services (A311)

Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment, call 972-273-3333 or visit A311. [Link to Counseling Services page]

The Academic Success Center (A332)

The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.  
  o After logging on to eCampus, click on the Community Tab at the top.
  o Type “Owl” in the search field and click “Go.”
  o Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  o Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

DCCCD Office of Institutional Equity (OIE) Statement

The OIC, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.
Students with Disabilities

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices

Brookhaven ..................... 972-860-4673
Cedar Valley ................... 972-860-8119
Eastfield ......................... 972-860-8348
El Centro ........................ 214-860-2411
Mountain View ................. 214-860-8677
North Lake ...................... 972-273-3165
Richland .......................... 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and nonconfidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit Link to Title IX page.
## College Title IX Coordinators

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith(acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
</tr>
</tbody>
</table>

### District Title IX Coordinator

LaShawn Grant  
Office of Institutional Equity  
District @dcccd.edu  
214-378-1633
## Completion Schedule - 8-Week Class

<table>
<thead>
<tr>
<th>Week</th>
<th>Work due by Midnight Sunday</th>
<th>Assignments/Activities/Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1</td>
<td>Classes begin on <strong>October 22</strong>&lt;br&gt;&lt;br&gt;<strong>IMPORTANT:</strong> Send your instructor by the end of the first week of class an e-mail (<a href="mailto:mlpeelman@dcccd.edu">mlpeelman@dcccd.edu</a>) stating you are online and have printed and read the Syllabus, Completion Schedule, and found chapter assignments, and tests so you may be certified as attending class.&lt;br&gt;Go to the Discussion Board Cyber Cafe and introduce yourself to the class. Your responses to the topics posted there can earn your extra-credit points toward your final grade. Points will be posted at the end of the semester.&lt;br&gt;&lt;br&gt;Complete <strong>Chapter 1</strong>—due Sunday, <strong>Oct. 27</strong> by midnight. See “Assignments” online for instructions for Chapter 1 (and all other chapters).&lt;br&gt;&lt;br&gt;Make certain your subject line is always <strong>POFT 1309 - OFF PROC</strong> in all messages to your instructor, indicate what you are sending, and <strong>always type your first and last name at the end of every message. Type QUESTION</strong> in the Subject line when you have a question.</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 2</td>
<td><strong>Chapter 2</strong>-Due by midnight, Sunday, <strong>Nov. 3</strong>&lt;br&gt;&lt;br&gt;<strong>Chapter 3</strong>-Due by midnight. Sunday, <strong>Nov. 3</strong>&lt;br&gt;&lt;br&gt;<strong>Extra-Credit:</strong> Begin planning the electronic version of your <strong>Career Portfolio (Optional)</strong> – Due by midnight Sunday, <strong>Dec. 8.</strong>&lt;br&gt;&lt;br&gt;Don’t forget to respond to the <strong>Discussion Forum questions (optional)</strong> to earn extra-credit points. Responses are due by Sunday, <strong>Dec. 8.</strong></td>
</tr>
<tr>
<td>3</td>
<td>Chapter 4 Test 1 Chapter 5</td>
<td><strong>Chapter 4</strong>-Due by midnight Sunday, <strong>Nov. 10.</strong>&lt;br&gt;Open-book test. Complete Test 1 (Ch. 1-4) – Due by midnight Sunday, <strong>Nov. 10.</strong> Test is online under Tests.&lt;br&gt;&lt;br&gt;<strong>Chapter 5</strong> -Due by midnight Sunday, <strong>Nov. 10.</strong>&lt;br&gt;&lt;br&gt;Begin <strong>Scavenger Hunt</strong>- Due Sunday, <strong>Nov. 24.</strong></td>
</tr>
</tbody>
</table>
| Week | Chapter 6 | Chapter 7 | Chapter 6 – Due by midnight Sunday, **Nov. 17**.  
Open-book test. Complete Test 2 (Ch. 5-6)-Due by midnight Sunday, **Nov. 17**. Test is online under Tests.  
Chapter 7 – Due by midnight Sunday, **Nov. 17**.  
Portfolio check – E-mail your instructor if you have questions.  
Don’t forget to respond to the Discussion Forums for extra-credit points *(optional)* |
|---|---|---|---|
| 4 | Chapter 6  
**Test 2**  
Chapter 7 | | |
| 5 | Chapter 8  
Chapter 9  
Scavenger Hunt | Chapter 8- Due Sunday, by midnight Sunday, **Nov. 24**  
Chapter 9 – Due Sunday, by midnight Sunday, **Nov. 24**.  
Turn in **Scavenger Hunt** – Due by midnight Sunday, **Nov. 24**. |
| 6 | **Test 3**  
Chapter 10 | Open-book test 3 Complete Test 3 (Ch. 7-9) Due Sunday by midnight, **Dec. 1**. Test is online under Tests.  
Chapter 10- Due Sunday, by midnight Sunday, **Dec. 1**  
Begin **International Project**—Due Wednesday, by midnight, **Dec. 11**. |
| 7 | Chapter 11  
Chapter 12  
**All Remaining Late Work Due** | Chapter 11 – Due Sunday, by midnight, **Dec. 8**.  
Chapter 12 – Due Sunday, by midnight, **Dec. 8**.  
Portfolio Check – E-mail your instructor if you have questions. Due **Dec. 8**.  
All Remaining Late Work due by midnight, Sunday, **Dec. 8**. |
8

<table>
<thead>
<tr>
<th>Test 4</th>
<th>Open-book test. Complete Test 4 (Ch. 10-12) – Due by noon, Thursday, Dec. 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Project</td>
<td>Turn in International Project – Due by midnight, Wednesday, Dec. 11</td>
</tr>
<tr>
<td>Extra Credit Portfolio &amp; Discussion Boards</td>
<td>All <em>Extra Credit Discussion Board</em> responses due by midnight, Sunday, Dec. 8</td>
</tr>
<tr>
<td></td>
<td>Read Chapters 13 &amp; 14 only. These will not be covered on the test. This is a catch-up week.</td>
</tr>
<tr>
<td></td>
<td>Turn in <em>Portfolio (Optional Extra Credit)</em> – Due by midnight, Sunday, Dec. 8.</td>
</tr>
<tr>
<td></td>
<td>NO WORK ACCEPTED the last week—EXCEPT TEST 4 &amp; INTERNATIONAL PROJECT</td>
</tr>
</tbody>
</table>

1. All work is due by midnight on the date indicated. In case of an emergency contact your instructor immediately.
2. Last date to drop a course with a "W (Withdrawal), is Friday, Nov. 29, 2019.
3. If you find an error on this schedule, please notify me immediately so the correction may be made and the class notified.
4. The instructor reserves the right to modify this schedule as needed.