



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Administrative Procedures and Systems
Course Number: AOT227

Required Materials

Textbook(s): The Administrative Professional, Technology & Procedures 15th Edition Dianne Rankin & Kellie Shumack
 ISBN: 978-1-30-58116-6 e-book option available

Required Readings: None

Additional Materials: Internet access, USB drive, Microsoft Office (365/2021), Microphone/headphone (USB)

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	<ul style="list-style-type: none"> • Syllabus Quiz and Honesty in Learning Quiz • Read Chapters 1 & 2
Week 2	<ul style="list-style-type: none"> • Chapter 1 – Entering the Workforce • Chapter 2 – Becoming a Professional • Initial discussion board post • Chapter 1 & 2 assignments • Reach Chapter 15
Week 3	<ul style="list-style-type: none"> • Chapter 15 – Seeking Employment • Guest Speaker Career Services and Workforce Development • Initial discussion board post • Chapter 15 assignments • Read Chapter 3
Week 4	<ul style="list-style-type: none"> • Chapter 3— Managing and Organizing Yourself • Review for Test 1: Chapters 1, 2, 15, and 3 • Initial discussion board post • Chapter 3 assignments and Test 1: Chapters 1, 2, 15 and 3 • Read Chapters 4 & 5
Week 5	<ul style="list-style-type: none"> • Chapter 4 – Working Ethicall • Chapter 5 – Understanding the Workplace Team

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> • Portfolio Check-in #1 Due • Initial discussion board post • Chapter 4 Aand 5 assignments • Read Chapter 6
Week 6	<ul style="list-style-type: none"> • Chapter 6 – Developing Customer Focus • Initial discussion board post • Chapter 6 assignments and Test 2: Chapters 4, 5, and 6 • Read Chapters 7 & 8
Week 7	<ul style="list-style-type: none"> • Chapter 7 – Improving Communication Skills & • Chapter 8 – Communicating with Technology • Initial discussion board post • Chapter 7 and 8 assignments
Week 8	<ul style="list-style-type: none"> • Work on e-portfolio • Read Chapter 9
Week 9	<ul style="list-style-type: none"> • Chapter 9 – Practicing Presentations • In-class assingments/practice presentations
Week 10	<ul style="list-style-type: none"> • Chapter 10 – Planning Meetings and Events • Test 3: Chapters 7, 8, and 10 • Initial discussion board post • Chapter 10 assignments • Read Chapters 11 and 12
Week 11	<ul style="list-style-type: none"> • Chapter 11 – Managing Physical Records • Chapter 12 – Managing Electronic Records and Mail • Initial discussion board post • Chapter 11 assignments (no assignments from Chapter 12) • Reach Chapter 13
Week 12	<ul style="list-style-type: none"> • Work on e-portfolio • Read Chapter 13
Week 13	<ul style="list-style-type: none"> • Chapter 13 – Coodinating Business Travel • Initial discussion board post • Chapter 13 assignments • Read Chapter 14
Week 14	<ul style="list-style-type: none"> • Chapter 14 – Understanding Financial Documents • Chapter 14 assignments & discussion board post
Week 15	<ul style="list-style-type: none"> • Portfolio presentations and peer review
Week 16	<ul style="list-style-type: none"> • Comprehensive Final Exam