

**ACED 7070**  
**Advanced Office Procedures**  
**3 Semester Hours**

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**College of Education**  
**Valdosta State University**  
**Department of Adult and Career Education**  
*Positively Impacting Learning Through Evidence-Based Practices*

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**COE CONCEPTUAL FRAMEWORK: GUIDING PRINCIPLES**

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

**Dispositions:** Productive dispositions positively affect learners, professional growth, and the learning environment.

**Equity:** All learners deserve high expectations and support.

**Process:** Learning is a life-long process of development and growth.

**Ownership:** Professionals are committed to, and assume responsibility for, the future of their disciplines.

**Support:** Successful engagement in the process of learning requires collaboration among multiple partners.

**Impact:** Effective practice yields evidence of learning.

**Technology:** Technology facilitates teaching, learning, community building, and resource acquisition.

**Standards:** Evidence-based standards systematically guide professional preparation and development.

**COE CONCEPTUAL FRAMEWORK STANDARDS (CFS)**

**The following College of Education Conceptual Framework Standards will be addressed in this course:**

- CFS 1. Graduates of this program are committed to students and their learning.
- CFS 2. Graduates know the subjects they teach and how to teach those subjects to students.
- CFS 3. Graduates are responsible for managing and monitoring student learning.
- CFS 4. Graduates think systematically about their practice and learn from experience.
- CFS 5. Teachers are members of learning communities.

**COURSE DESCRIPTION**

Advanced concepts of project management and office procedures utilizing integration of previously learned office skills, including identifying and using resources to teach administrative office procedures.

**REQUIRED TEXTBOOKS AND ELECTRONIC SUPPORT**

(Textbook will vary based upon student needs and instructor preferences)

All students will be required to have an e-mail account.

Student will need a jump drive or access to Windows Live directory.

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Students will need Windows 7 or Windows VISTA.  
Students will need access to the Internet.

### **SELECTED EDUCATION OUTCOMES (SEO)**

1. Students in advanced teacher education programs have an in-depth knowledge of the content they teach.
2. Students in advanced teacher education programs select and use a broad range of instructional strategies and technologies that promote student learning; and they will clearly explain the choices they make in their practice.
3. Students in advanced teacher education programs reflect on their practice and are able to identify their strengths and areas of needed improvement.
4. Students in advanced teacher education programs analyze student, classroom, and school performance data and make data-driven decisions about strategies for teaching and learning so that all students learn.

### **COURSE OBJECTIVES**

Course objectives will vary each semester based upon changes in technology and surveys of student needs. Some examples of course objectives are:

- Review pre-employment tests for administrative office assistants.
- Review and discuss case studies involving ethics in the office
- Identify and discuss internal training programs for administrative office assistants
- Review and evaluate keyboarding testing and training software
- Review and evaluate word processing, spreadsheet, database, presentation, and office accounting training materials
- Review and evaluate operating systems training materials
- Examine different professional certification options available for administrative office assistants (CPS/MOS/etc.)
- Identify different professional organizations for office technology students (BPA/FBLA etc.)
- Identify opportunities to judge events in office technology or office procedures at student competitions
- Identify and evaluate web sites which can be used in training administrative office assistants
- Provide advanced training in office technology such as word processing, spreadsheet, database, presentation, and office accounting

### **GRADE BREAKDOWN**

900-1000 =A    800-899= B    700-799 =C    600-699=D    Less than 600=F

### **METHOD OF DELIVERY**

This class will be delivered as a fully online course, with activities assigned and exams administered over the Internet using the BlazeVIEW platform.

1. It is the student's responsibility to visit the Distance Learning VSU Website at <http://www.valdosta.edu/vista/requirements.shtml> to ensure that all software and equipment requirements are met BEFORE the class begins. Please pay particular attention to the information related to pop-ups and JAVA.

2. The instructor will provide announcements, readings, asynchronous discussions, email communications, and weekly assignments through Learning Modules in BlazeVIEW and Microsoft Outlook.
3. For attendance purposes, students are required to access and participate in an academic event asynchronously over the Internet a minimum of two different days each week.
4. Students are expected to check BlazeVIEW announcements and email several times a week.
5. Students will actively interact with each other, the instructor, the content, and the BlazeVIEW interface.

## **LIBRARY**

For students both on- and off-campus, the *Odum Library* offers full journals, books and other resources essential for completing course assignments. Go to <http://www.valdosta.edu/library/> or visit the library in person. Librarians are often available to help you in person or via live chats or email.

## **ATTENDANCE POLICY**

Absences, for whatever reason (excused OR unexcused), will be handled according to school policy as set forth in the Valdosta State University catalog. A student who misses more than 20 percent of the classes will be subject to receiving a failing grade for the course ATTENDANCE WILL INCLUDE REGULARLY SCHEDULED CLASSROOM TIME AS WELL AS REQUIRED ELECTRONIC CLASSROOM TIME.

## **LATE WORK**

All work is to be submitted on time unless arrangements have been made with the professor prior to the assignment's due date. Homework must be turned in by the beginning of the class on the day which it is due. Unless prior arrangements have been made with the professor, late assignments will carry a penalty of 50 percent deduction of the total assignment points before grading. Work will be accepted for grading no later than one class meeting after the due date. Homework will not be accepted after that time and a grade of zero will be posted.

## **MAKE-UP WORK**

There will be no makeup for examinations unless a student has made prior arrangements with the professor. If a student misses an examination and permission has not been granted for a makeup exam by the professor, the grade for that student's missed examination will be zero (0). Make-up work, quizzes, exams or alternative assignments will be determined by the professor and will be at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle students to the same alternatives since they may not have experienced the same situations. **Do not assume you will be allowed to make up an exam.**

## **PLAGIARISM AND CHEATING**

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the academic integrity policy as set forth in the student code of conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

Cheating and plagiarism are academic integrity violations. Additional violations may be added as deemed appropriate. The following academic integrity violations are not to be considered all-inclusive:

1. No student shall use or attempt to use unauthorized materials or devices to aid in achieving a better grade on a component of a class.
2. No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in any academic course.
3. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the university, without authorization from the university.
5. No student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own. Essays, term papers, laboratory reports, tests, online writing assignments, and other similar requirements must be the work of the student submitting them.

Some typical examples of plagiarism are:

- Submitting an assignment as if it were one's own work when, in fact, it is at least partly or entirely the work of another.
- Submitting a work that has been purchased or otherwise obtained from an internet source or another source.
- Incorporating the words or ideas of an author into one's paper without giving the author due credit, e.g., when direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

SEE STUDENT HANDBOOK FOR MORE INFORMATION ON ACADEMIC CONDUCT.

The consequences for acts of academic dishonesty in the Dewar College of Education are:

**FIRST OFFENSE:**

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course). A first offense will usually result in an F on the assignment.
2. The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>).
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

**SECOND OFFENSE:**

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course). A second offense will usually result in failure of the course.

2. The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). According to the Dewar College of Education Concern Form Policy, “a second level two concern form will result in the student being dismissed from his/her program of study. This dismissal will result in an automatic review by the COE Undergraduate Policies Committee.”
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). According to the Academic Honesty Policies and Procedures document, “after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee.”

**Warning:** Do not turn in someone else’s lab work or class work as your own or allow someone else to copy your work or your disk! This is cheating. It is wise to save all of your lab assignments on your disk. Do not access any files or directories other than your own or those requested by the instructor.

### **SPECIAL NEEDS STATEMENT**

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

### **GENERAL POLICIES**

All students must maintain their VSU e-mail account and check it regularly. Students will be required to check BlazeVIEW daily for announcements, e-mails, and homework assignments.

### **COMMUNICATION POLICY**

Student-to-Instructor and Instructor-to-Student interaction are critical components of any learning environment. Please feel free to email your instructor if you have a question or problem that you would like to discuss in private, contacting your instructor using BlazeVIEW e-mail. Please put ACED 7070 in the subject line. Putting “problem” in the subject line along with ACED 7070 will insure a faster response.

### **AUDIO AND VIDEO RECORDINGS**

No audio or video recording of the class is permissible unless specifically approved by the instructor.

### **INSTRUCTOR**