

**COURSE SYLLABUS  
SPRING 2022**

**Course Title:** POFT 2331-271, Administrative Project Solutions

**Meeting Time:** Section 271; MW 1:00 PM - 2:50 PM; LC 124

**Instructor Information:**

<b>Instructor:</b>	Miran Faulks Hill				
<b>Office:</b>	LC 120G (Lubbock Center)				
<b>Office Telephone:</b>	806.716.4917				
<b>E-mail:</b>	<a href="mailto:mhill@southplainscollege.edu">mhill@southplainscollege.edu</a>				
<b>Office Hours:</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	9:00 AM - Noon	By Appt.	11:00 AM - 1:00 PM	By Appt.	9:00 AM - Noon

**COURSE DESCRIPTION:** This course provides an experience in Project Management and Office Procedures utilizing integration of previously learned skills.

**TEXT AND OTHER MATERIALS**

*Integrated Business Projects*, Olinzock, Arney, Skean; 3<sup>rd</sup> Ed., ©2011. ISBN: 9780538731096  
OneDrive or 1GB+ Flash/Jump drive

**EVALUATION POLICY**

This is a Capstone Course and Project Oriented. You will have textbook reading assignments and digital file creation assignments for each Project. Simulation tasks are included in the textbook assignments to be completed throughout the course. There are NO EXAMS for this course. Grades will be given based on Project completion and accuracy.

**GRADING POLICY**

Your semester grade will be calculated as follows:

<b>Part I - Projects 1-7</b>					<b>30%</b>
<b>Part II - Projects 8-14</b>					<b>30%</b>
<b>Part III - Projects 15-18</b>					<b>15%</b>
<b>Part IV - Capstone Project</b>					<b>25%</b>
<b>90-100 = A</b>	<b>80-89 = B</b>	<b>70-79 = C</b>	<b>60-69 = D</b>	<b>Below 60 = F</b>	

**SOFTWARE**

We will use Microsoft Office products (Word, Xcel, Publisher, PowerPoint, Access)  
If you do not have the appropriate software, you may download it from Microsoft at <https://products.office.com/en-us/student/office-in-education>.

The data files needed for each project will be uploaded and found in the Weekly Assignment Content folders of BlackBoard.

## TUTORING INFORMATION

### SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

### Tutor.com

You also have 180 FREE minutes of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tutor.com link on the left-hand tool bar and grab a session with a tutor. You can access tutor.com during the following times:

Monday - Thursday: 8 pm - 8 am

6 pm Friday - 8 am Monday Morning

## ATTENDANCE POLICY

Students are to be punctual and in attendance to each scheduled meeting. It is imperative to be present during scheduled class time. This helps create an atmosphere of learning, discussion, and growth for all students. Attendance will be considered at the end of the semester towards extra credit. 2 total points of extra credit will be given for perfect attendance. Students are expected to attend class the entire scheduled class meeting time.

## COVID-19 INFORMATION

If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806.716.2376.

*\*Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive.*

- *Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure.*
- *If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test.*

- *Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19.*
- *Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days.*
- *If you are still symptomatic, please contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.*

## WITHDRAWAL POLICY

It is the student's responsibility to verify administrative drops through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

If for any reason the student is unable to complete the course requirements, it is the student's responsibility to initiate their own withdrawal by the drop date for the semester. An administrative drop by the instructor in this course will, in most cases, result in the student receiving an "F" (not an "X"). **The last day for students to drop the course is [April 28, 2022](#).** However, always talk to your instructor before dropping.

## STUDENT CONDUCT

Expected student conduct is as outlined in the SPC catalog. Please note that there is an online component to this course and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.

## NEW SPC E-MAIL INSTRUCTIONS

1. Navigate to <https://office.com> and select **Sign In**
2. Username: [MySPCusername@southplainscollege.edu](mailto:MySPCusername@southplainscollege.edu) (please note the @students has been dropped)
3. Password: *Your MySPC/Blackboard password*
4. Select **Outlook** to check your new SPC email!

You can also forward your SPC email to another e-mail of your choice. You can do this by following these steps:

1. Login to Office 365 (<http://office.com/>)
2. Click **Outlook**.
3. Click **Settings** (gear icon in the upper right-hand of your screen).
4. At the bottom of the Settings panel, Click **View all Outlook settings** - Click **Mail**.
5. Click **Forwarding**
6. Under the "Forwarding" heading, select **Enable Forwarding**

7. Type the email address you wish to forward your mail (e.g., Gmail, Hotmail, etc.)
8. Recommended: Select "Keep a copy of all forwarded messages"  
*Note:* if you do not select this, nothing sent to your @southplainscollege.edu email account will be saved in your SPC mailbox.
9. Select **Save**.

## **COURSE OBJECTIVES**

Integrated Business Projects

## **ASSIGNMENT DUE DATES**

Week 1: January 23<sup>rd</sup> - Project 1 - Preparing Marketing and Administrative Documents

Week 2: January 30<sup>th</sup> - Project 2 - Creating Personnel Documents AND

Project 3 - Preparing Administrative Documents

Week 3: February 6<sup>th</sup> - Project 4 - Creating Materials to Promote the Company

Week 4: February 13<sup>th</sup> - Project 5 - Creating Training Presentations

Week 5: February 20<sup>th</sup> - Project 6 - Preparing Advertising Materials Desktop Publishing

Week 6: February 27<sup>th</sup> - Project 7 - Desktop Publishing with Publisher

Week 7: March 6<sup>th</sup> - Project 8 - Managing Payroll Records

Week 8: March 20<sup>th</sup> - Project 9 - Managing Budgets AND

Project 10 - Managing Business Travel Documents

Week 9: March 27<sup>th</sup> - Project 11 - Determining Costs for Events

Week 10: April 3<sup>rd</sup> - Project 12 - Performing Statistical Analyses

Week 11: April 10<sup>th</sup> - Project 13 - Preparing Financial Documents

Week 12: April 17<sup>th</sup> - Project 14 - Creating Presentations for Independence Day

Extravaganza

Week 13: April 24<sup>th</sup> - Project 15 - Managing Guides and Their Certifications

Week 14: May 1<sup>st</sup> - Project 16 - Managing Equipment

Week 15: May 8<sup>th</sup> - Project 17 - Managing Resort Operations AND

Project 18 - Managing Information Requests

Week 16: May 12<sup>th</sup> - Capstone Project - Preparing Materials for Bridge Day

Note: All deadlines are at 11:59 PM on Sunday unless you are notified differently. New Assignments open on Sunday at 6 AM.

**COMPUTER LABS:** There are several computer labs with the locations, and hours of operation below. You will need to present your SPC student ID at some of these locations.

- Levelland campus: Technology Center, Monday - Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 4 p.m.
- Reese campus library: Building 8, Monday - Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 4 p.m.

- Reese campus: Building 8, Room 827. This lab is available first for students enrolled in computer classes then students enrolled in other courses. Hours will be posted on the door.
- Lubbock Center, Monday - Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 4 p.m.

**TECHNICAL PROBLEMS/SUPPORT:** If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) is your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. **THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.**

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS! Remember the saying "TECHNOLOGY HAPPENS"! So, it is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

1. Cengage will not be affected if Blackboard is down, so go ahead and complete your work in Cengage.
2. If you have to email me attachments and Blackboard is down, you can email them to my SPC email (only in an emergency!) at [mfaulks@southplainscollege.edu](mailto:mfaulks@southplainscollege.edu) Use these options only as a last resort. If you must use one of these options, email and call me to let me know.

### **SPECIAL SERVICES: Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

**ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student

to present their own work, which he or she has not honestly performed, is regarded as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism and for events defined as cheating and plagiarism (see “Academic Integrity” as well as “Student Conduct” sections in college catalog).

**CAMPUS CONCEALED CARRY** - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

([http://www.southplainscollege.edu/human\\_resources/policy\\_procedure/hhc.php](http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

#### **DIVERSITY STATEMENT**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

#### **PREGNANCY ACCOMMODATIONS STATEMENT**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student’s responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email [cstraface@southplainscollege.edu](mailto:cstraface@southplainscollege.edu) for assistance.

#### **GENERAL SAFETY ON CAMPUS**

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting

yourself and to encourage practices that contribute to a safe environment for our campus community.

- 1 Never leave your personal property unsecured or unattended.
- 2 Look around and be aware of your surroundings when you enter and exit a building.
- 3 Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- 4 When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

### **EMERGENCY INFORMATION**

In case of emergency, contact the following numbers but **DO NOT** leave a voice mail message

894-9611, ext. 2338 - Levelland Campus

806-716-4677 - Lubbock Center

885-3048, ext. 2923 - Reese Center (mobile 893-5705)