



Syllabus: OAP 199 Service Learning in OAP

Course Information

Course Prefix/Number: OAP199
Semester: Fall 2016
Class Days/Times: M 1:00 – 1:50

Credit Hours: 1
Course Title: Service Learning in OAP
Room: GSK A4

Instructor Information:

Name: Wendi L. Cline

Phone/Voice Mail/Cell : 520-977-7325

E-mail: wcline@tocc.edu

Office location:

Office hours: by appointment

Course Description:

This course explores the necessary tools to successfully obtain a professional position in an office environment. These tools include researching positions, resume and cover letter writing, and the interview process.

Course Objectives:

To equip the student to successfully obtain an office administrative assistant position.

Course Structure:

This course will consist of Lecture, Discussion, Reading, Research and Examination.

Texts and Materials: None

Evaluation and Grading & Assignments: Assignments to be determined as the semester progresses.

Himdag Cultural Component This will be student driven, incorporated and included in the lesson plans

Policies and expectations- minimally

Participation and thinking are required!

Attendance is mandatory and consists of 20% of the grade.

The student should e-mail or text the instructor if they are going to be absent. Homework is still required to be submitted on time.

All students are expected to complete their own work.

Students will be required to have read the text before class and be prepared for discussion.

Late Work will be accepted but with a 10 percent penalty for each class session that it is late.

Missed exams and quizzes must be made up within one week of issuance

Plagiarism will result in a "0" score for that assignment and reported to the Dean

All electronic devices will be powered off during lecture and testing

Student behavior will also be conducted per the school's code of conduct.