

**Alexis I. Dupont High School**  
**Red Clay Consolidated School District**  
**Administration Services III**  
**State CIP Code: 52.040113**

**Course Description:**

Administrative Services III continues to prepare students for successful post-secondary education and/or career opportunities that facilitate business operations through higher level administrative duties including information management, communication skills, data processing and management, as well as project tracking. Task simulations are used extensively.

**Course Goal(s):**

- 1 Students will understand that businesses manage specific computer systems and software.
- 2 Students will understand that effective communication skills impact business success.
- 3 Students will understand that ethics impact both individual and business success.
- 4 Students will understand that positive relationships with all contacts, both internal and external, are an integral part of business success.

Students will understand that poor money management systems create risk.

**Course Objective(s):**

- 1 How does a business implement, apply and maintain various systems?
- 2 How do effective communication tools impact personal and professional growth?
- 3 Why is it important to understand ethical issues in the workplace?
- 4 How do relationships impact both individual and business success?
- 5 How do financial controls minimize risk?

**Course Outline**

AS.06 – Discuss how organizational policies and rules influence a specific work situation

AS.07 – Ensure a clean work area is maintained; solve safety problems; demonstrate knowledge of ergonomics

AS.20 – Create/maintain database; create/edit variety of documents using standard office software

AS.21 – Identify optimal methods of records management, perform electronic and manual filing operations, inventory, determine when it is necessary to perform an audit of records.

AS.23 – Use variety of resources (hardware, software, online) to identify and resolve problems, use technical language

AS.05 – Identify appropriate problem-solving tools and techniques
AS.18 – Apply proper procedures for Internet communications
AS.19 – Use information gathered from written material to lay out steps that can be applied to another task or new situation. Write a set of directions for others that shares information learned and how to apply that information to another task or situation.
AS.16 – Recognize and address harassment issues
AS.16 – Explain why diversity is an asset to a company
AS.17 – Exhibit commitment to a company
AS.04, 05 – Explain how conflicts affect the workplace. Use conflict resolution skills.
AS.16 – Consider necessary and important factors when completing evaluations.
AS.16 – Recognize and address harassment issues.
AS.17 – Demonstrate self-discipline, self-worth, a positive attitude and integrity. Demonstrate flexibility and a willingness to learn new skills and acquire knowledge.
AS.05 – Explain how conflicts affect the workplace.
AS.01 – Describe the risks of inadequate internal accounting records.
AS.08- Participate in professional activities to develop career skills and an awareness of employer expectations.
AS.09 – Participate in civic activities and provide service to the chapter, school, community, or country.
AS.10 – Participate in fiscal planning to help the organization finance its activities.
AS. 11 – Participate in entrepreneurial activities to gain knowledge of free enterprise

**Resource Materials:**

**The Office, Procedures & Technology**, 5th Ed.-Oliverio, Pasewark, White  
South-Western, 2007

**Office 2007 – Advanced Concepts and Techniques**, Shelly, Cashman, Vermaat  
South-Western, 2007

**Learning Microsoft Office 2007, Advanced Skills** – Hefferin, Weixel, Bucki,  
Wempen  
Pearson/Prentice Hall, DDC, 2008

**Integrated Business Projects 2<sup>nd</sup> Edition** – Olinzock, Arney, Skean  
South-Western, 2005

**Technology Utilization:**

Computer lab necessary for course. All assignments utilize technology, including various software and hardware as well as applications requiring Internet access

### **Materials Supplied by the Student**

1. 3 – ring Notebook
2. Pen/Pencil

### **Grading Policy**

Points are based on completion of class work, quizzes, study guides, projects, chapter and unit test.

- 1 Tests: 100 points each
- 2 Quizzes: 50 points each
- 3 Class work / Homework: 10 points each
  
- 4 Portfolio: 20 points each entry

### **Examinations**

There will be one mid term exam and a one final comprehensive exam given during the school year. Exam questions will be based on homework problems, class illustrations, discussions, group work and illustrations in the text and any other material received during the school year.

**Grading Scale:** (expressed as a percentage of the total points earned during the semester)

- |   |            |
|---|------------|
| A | 93 – 100 % |
| B | 85 – 92 %  |
| C | 77 – 84 %  |
| D | 70 – 76 %  |
| F | 0 – 69 %   |

### **Contact Information**

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### **Work Presentation (in header of all documents)**

Top Left: Administrative Services 2 – Class Period  
Top Center: Current Date  
Top Right: Student Name

**Attendance / Absence**

Class attendance is important as it provides each student an opportunity to clarify and test your understanding of the material covered during class discussions. Students are responsible for all material covered and missed announcements made during classes. Students are responsible for assignments missed during the course of any **documented excused absence.**

It is the responsibility of the **student** to arrange with the teacher a satisfactory and agreed upon timetable to complete these assignments.

**Student Behavior Standards**

Red Clay Consolidated School District schools are positive learning environments where students:

1. Assume responsibility for their actions;
2. Respect and believe in themselves and others;
3. Demonstrate the ability to get along with others;
4. Understand and respect individual differences;
5. Obey rules and laws, and understand the consequences of their choices; and
6. Demonstrate the importance of being generous, kind and helpful.

## **Big Idea:**

- 1 Systems
- 2 Communication
- 3 Ethics
- 4 People
- 5 Money

## **Enduring Understanding(s):**

- 5 Students will understand that businesses manage specific computer systems and software.
- 6 Students will understand that effective communication skills impact business success.
- 7 Students will understand that ethics impact both individual and business success.
- 8 Students will understand that positive relationships with all contacts, both internal and external, are an integral part of business success.
- 9 Students will understand that poor money management systems create risk.

## **Essential Question(s):**

- 6 How does a business implement, apply and maintain various systems?
- 7 How do effective communication tools impact personal and professional growth?
- 8 Why is it important to understand ethical issues in the workplace?
- 9 How do relationships impact both individual and business success?
- 10 How do financial controls minimize risk?

## **Standards Statement:**

Students will apply management theories and functions to achieve organizational goals.

## **Career and Technical Student Organization Involvement and Activities:**

BPA – Attend Fall Leadership Conference, State Competition, National Competition (potentially).  
Fundraising, volunteer work.

## **End of Course Assessment Method(s):**

Mid-Terms, Final Exams, Portfolios, Project-based assessment,  
Authentic assessment, Capstone projects, Simulations, Internships