

**Alexis I. Dupont High School  
Red Clay Consolidated School District  
Administration Services IV**

**Course Description:**

Administrative Services IV 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**

The primary book used during this course is broken into approximately five units (thirteen chapters). Each unit consists of a body of administrative tasks that must be studied and learned before the student can successfully proceed to the next unit. The text is organized as a complete competency based instructional program. Learning objectives are listed with each chapter. Each chapter included basic applications and advanced applications.

**Resource Materials:**

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

**Office 2007 – Post 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 is 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.