**Procedures and Theory – OCP-D**

**Chapters 4, 6, 13, 14, 15, 16, 17**

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| Course Objectives | Describe strategies for managing stress.  Describe the qualities and strategies of an administrative professional who is an effective leader.  Identify the purpose and steps for financial planning and budgeting.  Describe the variety of meeting types and delivery formats.  Understand how to make domestic travel arrangements.  Analyze your skills, abilities, and interests.  Develop skills for job advancement and job changes. |
| Competencies | 42.03, 42.03, 42.07, 44.04, 47.01, 47.03, 49.02, 49.06, 40.07, 49.08, 50.03 |
| Module Materials | Procedures and Theory for Administrative Professionals textbook |
| Assignment and Point Value | Chapter Four: (Type in Word or write all of Chapter Four work as one document and turn in for grading.)  Let’s Discuss Questions -- Type questions and answers. (15 points)  Vocabulary Review -- Type a list of the “Key Terms” shown on page 88. Include a good definition of each term. (10 points)  Putting it to Work -- Write a summary of the advice you would give. (15 points)  Communicate Successfully – #1 Setting Goals (10 points)  Develop Workplace Skills -- #4 Self-management. Provide answers to each situation (10 points)  Chapter Test (40 points) -- See instructor for written Chapter Four Test |
|  | Chapter Six: (Type in Word or write all of Chapter Six work as one document and turn in for grading.)  Let’s Discuss Questions -- Type questions and answers. (15 points)  Vocabulary Review -- Type a list of the “Key Terms” shown on page 126. Include a good definition of each term. (15 points)  Communicate Successfully -- #1 (15 points)  Building Relationships -- #8 (15 points)  Chapter Test (40 points) -- See instructor for written Chapter Six Test |
|  | Chapter 13: (Type in Word or write all of Chapter Thirteen work as one document and turn in for grading.)  Let’s Discuss Questions -- Type questions and answers. (15 points)  Vocabulary Review -- Type a list of the “Key Terms” shown on page 304. Include a good definition of each term. (15 points)  Put It To Work -- (15 points)  Use Tech Tools – #12 (15 points) Attached Excel document or insert Excel document into your Word document for this chapter)  Chapter Test (40 points) -- See instructor for written Chapter Thirteen Test |
|  | Chapter 14: (Type in Word or write all of Chapter Fourteen work as one document and turn in for grading.)  Let’s Discuss Questions -- Type questions and answers. (15 points)  Vocabulary Review -- Type a list of the “Key Terms” shown on page 330. Include a good definition of each term. (15 points)  Develop Workplace Skills. #6 (15 points)  Research Parlimentary Procedures. Write a one-page double spaced report describing this procedures. Include some of the key positions people fill, how motions are first and seconded, etc. (15 points)  Chapter Test (40 points) -- See instructor for written Chapter Fourteen Test |
|  | Chapter 15: (Type in Word or write all of Chapter Fifteen work as one document and turn in for grading.)  Let’s Discuss Questions -- Type questions and answers. (15 points)  Vocabulary Review -- Type a list of the “Key Terms” shown on page 354. Include a good definition of each term. (15 points)  Plan Ahead – International Travel Arrangements – All of it. (30 points)  Chapter Test (40 points) -- See instructor for written Chapter Fifteen Test |
|  | Chapter 16: (Type in Word or write all of Chapter Sixteen work as one document and turn in for grading.)  Let’s Discuss Questions -- Type questions and answers. (30 points)  Vocabulary Review -- Type a list of the “Key Terms” shown on page 375. Include a good definition of each term. (10 points)  Develop Workplace Skills -- #4 and #5 (20 points)  Chapter Test (40 points) -- See instructor for written Chapter Sixteen Test |
|  | Chapter 17: (Type in Word or write all of Chapter Seventeen work as one document and turn in for grading.)  Let’s Discuss Questions -- Type questions and answers. (15 points)  Vocabulary Review -- Type a list of the “Key Terms” shown on page 405. Include a good definition of each term. (15 points)  Communicate Successfully -- #4, #5 (30 points)  Chapter Test (40 points) -- See instructor for written Chapter Seventeen Test |
| Assessment | 100 points each chapter – broken down on OCP-D timeline.  Chapter work graded for completeness and accuracy of work.  Chapter tests require an 80% passing score. |