

Three Rivers Community College

Spring 2008

Syllabus

BOT 251

Administrative Procedures I

Instructor:	Betti Gladue
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Office Telephone:	892-5768 (Please leave voice mail message)
Office Hours:	Mondays 9:30 -11:00 a.m. Wednesdays 9:30-11:00 a.m.

Course Description

BOT*K251

ADMINISTRATIVE PROCEDURES 1

Prerequisites: ENG* K101, BOT* K111, BOT* K137

In this course students will learn and/or upgrade their skills and knowledge in the following areas: Communications, computational math using electronic calculators, business records management/filing, time management, decision making, mail delivery systems, office safety and design, human relations, career exploration and planning.

Objectives

1. Develop a career plan utilizing effective decision making.
2. Apply appropriate techniques for managing stress, anger, and time.
3. Determine how to achieve ethical change in an organization.
4. Develop an understanding of team behavior.
5. Define the elements of effective communication.
6. Learn the basics of preparing and presenting a formal report.
7. Describe systems software, applications software, and troubleshoot software problems.
8. Explain the importance of records management.
9. Develop a basic understanding of financial analyses.
10. Describe the roles and responsibilities in providing effective meetings.
11. Develop job advancement strategies.
12. Define leadership and describe effective leadership characteristics.

Instructional Modes

Classroom - 2 Days

On-Line Format (WebCT Vista)

Textbook

Fulton-Calkins, Patsy (2007). *The Administrative Professional: Technology and Procedures 13E*. Mason, Ohio: Thomson—South-Western. (0-538-72948-1 with CD or 0-538-97445-1 without CD)

Assignments, Test Dates, and Due Dates

All assignments will be listed in WebCT Vista. The first half of the semester's work (Chapters 1-8) will be available to students beginning the first day of the course. Assignments covering Chapters 1-8 must be completed and submitted on or before the mid-term exam date -- March 6 to receive credit. The remaining assignments (Chapters 9-16) will be available to the students on March 6. Those assignments must be completed and submitted on or before the last day of class -- May 1. As this course is somewhat self-paced, I urge you to complete the assignments on or near the dates assigned. remember to adhere to the deadline dates

Evaluation Procedures

Your final grade will be determined by the following:

Assignments	40%
Class Participation (Case Study Discussions)	15%
Mid-Term Exam	20%
Final Exam	25%

Details regarding the assignments above will be provided in class.

Final Grade Scale

A	=	94 - 100	W	=	Withdrawal
A-	=	90 - 93	I	=	Incomplete
B+	=	87 - 89	P / F	=	Pass / Fail
B	=	83 - 86	AU	=	Audit
B-	=	80 - 82			
C+	=	77 - 79			
C	=	73 - 76			
C-	=	70 - 72			
D+	=	67 - 69			
D	=	63 - 66			
D-	=	60 - 62			
F	=	00 - 59			

Instructor's Attendance Policy

It is imperative that students attend the two on-ground sessions of this course – the first day and during the mid-term exam.

Academic Dishonesty

Conduct which as its intent or effect the false representation of a student's academic performance and/or knowingly and intentionally assisting another student to do so in any way constitute academic dishonesty. In the event of academic dishonesty, the College's policy will be enforced.

Disabilities and Learning Difference Statement

If you have a question regarding a disability that may affect your progress in this course, please contact one of the college's Disability Service Providers as soon as possible. Chris Scarborough (892-5751) generally works with students who have learning disabilities or ADHD. Judy Hilburger (892-5744) generally works with students who have physical, visual, hearing, medical, mobility, and psychiatric disabilities. Matt Liscum (383-5249) also works with students who have disabilities.

Early Warning Policy

Students experiencing academic difficulty will be notified of their class standing.

Additional Comments

As this is a hybrid course with most of the coursework being completed on-line, access to a computer with the Internet is essential. If you do not Internet access at home, computer lab time is available. Hours of room availability are posted at the beginning of each semester.

Notification of Cancelled Class

If circumstances allow, I will post an announcement in WebCT Vista if I am unable to attend a class. Obviously, if the College has announced a full college closing, I will not be in attendance.

Login Instructions

With the implementation of MIIS, the new configuration of student logons are as follows:

Username will be their banner id without the @

Password is Mmm&xxxx where Mmm is the first 3 letters of month of birth and the xxxx is the last 4 numbers of the social security number.

Log on to: Must be **STARS**

BOT 251
ADMINISTRATIVE PROCEDURES I
SCHEDULE, SPRING 2008

Week	Date	Topics
1	January 24	<p>Read Chapter 1</p> <p>View PowerPoint Presentation – Chapter 1 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none">• Chapter 1-1• Chapter 1-2• Chapter 1-3 <p> Critical Thinking Case</p> <ul style="list-style-type: none">• Chapter 1
2	January 31	<p>Read Chapters 2 & 3</p> <p>View PowerPoint Presentations – Chapters 2 & 3 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none">• Chapter 2• Chapter 3-1• Chapter 3-2 <p> Critical Thinking Cases</p> <ul style="list-style-type: none">• Chapter 2• Chapter 3

3	February 7	<p>Read Chapters 4 & 5</p> <p>View PowerPoint Presentations – Chapters 4 & 5 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none"> • Chapter 4-1 • Chapter 4-2 • Chapter 5 <p> Critical Thinking Cases</p> <ul style="list-style-type: none"> • Chapter 4 • Chapter 5
4	February 14	<p>Read Chapter 6</p> <p>View PowerPoint Presentation – Chapter 6 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none"> • Chapter 6-1 • Chapter 6-2
5	February 21	<p>Read Chapter 7</p> <p>View PowerPoint Presentation – Chapter 7 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none"> • Chapter 7-1 • Chapter 7-2 <p> Critical Thinking Case</p> <ul style="list-style-type: none"> • Chapter 7
6	February 28	Read Chapter 8

		<p>View PowerPoint Presentation – Chapter 8 (Optional)</p> <p>Complete:</p> <p>Assignments</p> <ul style="list-style-type: none"> • Chapter 8-1 • Chapter 8-2
7	March 6	<p>Assignments for Chapters 1 through 8 are due <u>today</u>.</p> <p>Mid-Term Exam – Students Report to Classroom</p>
8	March 13	<p>Read Chapter 9</p> <p>View PowerPoint Presentation – Chapter 9 (Optional)</p> <p>Complete:</p> <p>Assignments</p> <ul style="list-style-type: none"> • Chapter 9-1 • Chapter 9-2 <p>Critical Thinking Case</p> <ul style="list-style-type: none"> • Chapter 9
9	March 20	SPRING BREAK
10	March 27	<p>Read Chapters 10 & 11</p> <p>View PowerPoint Presentations – Chapter 10 & 11 (Optional)</p> <p>Complete:</p> <p>Assignments</p> <ul style="list-style-type: none"> • Chapter 10-1 • Chapter 10-2 • Chapter 11-1 • Chapter 11-2 <p>Critical Thinking Cases</p>

		<ul style="list-style-type: none"> • Chapter 10 • Chapter 11
11	April 3	<p>Read Chapters 12</p> <p>View PowerPoint Presentation – Chapter 12 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none"> • Chapter 12-1 • Chapter 12-2 <p> Critical Thinking Case</p> <ul style="list-style-type: none"> • Chapter 12
12	April 10	<p>Read Chapters 13 & 14</p> <p>View PowerPoint Presentations – Chapters 13 & 14 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none"> • Chapter 13-1 • Chapter 13-2 • Chapter 14-1 • Chapter 14-2 • Chapter 14-3
13	April 17	<p>Read Chapters 15 & 16</p> <p>View PowerPoint Presentations – Chapters 15 & 16 (Optional)</p> <p>Complete:</p> <p> Assignments</p> <ul style="list-style-type: none"> • Chapter 15-1 • Chapter 15-2 • Chapter 16-1 • Chapter 16-2

		<p>Critical Thinking Cases</p> <ul style="list-style-type: none">• Chapter 15• Chapter 16
14	April 24	Final Exam Available on WebCT Vista Today.
15	May 1	All assignments (Chapters 9-16) including Final Exam are due <u>today</u> .