

Three Rivers Community College

Spring 2006

Syllabus

BOT 251

Administrative Procedures I

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Office Telephone:	892-5768 (Please leave voice mail message)
Office Hours:	Tuesdays 12:30-1:30 Thursdays 10:00-11:00 and 5:30-6:30

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

1. Lecture
2. Discussion
3. Guest Speakers
4. Internet Research
5. Team Work

Materials

- Procedures & Theory for Administrative Professionals, Fulton-Calkins, Stulz, Thomson
- Procedures & Theory for Administrative Professionals Workbook
- A folder or binder for handouts, notes, and papers

Assignments, Test Dates, and Due Dates

Assignments will be given in class. It is strongly suggested that notes be taken on new material and compiled into a reference manual or folder over the course of the semester.

Type your name and assignment number at the top of each page in the right-hand corner. Staple related parts together, and save all papers returned to you.

You are responsible for staying informed on all assignments, expectations, and class procedures. Please make several friends in this class. Write down their names and phone numbers so you can call them for missed notes and homework assignments. I reserve the right to revise information contained in this syllabus. Changes, if any, will be announced in class.

Evaluation Procedures

Your final grade will be determined by the following:

In-Class Work / Homework / Quizzes	25%
Presentation	15%
Paper (5-pg)	10%
Demonstration	5%
Final Exam	45%

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

Consistent attendance at class meetings is crucial to success in this course. You are expected to attend all classes in order to receive full benefit from instruction, lectures, and review of handouts. Attendance tends to have a strong influence on a student's successful completion of the course.

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.

Cellular Phones and Beepers

Students are notified that cellular phones and beepers are allowed in class or in the Learning Resource Center only if they are turned off or turned to a silent mode. Under no circumstances are phones to be answered in class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class so that together they can arrive at an agreement.

Disabilities and Learning Difference Statement

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Disabilities Counseling Services at 383-5240. To avoid any delay in the receipt of accommodations, you should contact the counselor as soon as possible. Please note that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Disabilities Counselor. Your cooperation is appreciated.

Early Warning Policy

Students experiencing academic difficulty and/or chronic absenteeism will be notified of their class standing.

Additional Comments

A substantial amount of out-of-class computer work researching the Web is required for success in this course. If you do not have the needed software at home, computer lab time is available. Hours of room availability are posted at the beginning of each semester.

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
TENTATIVE SCHEDULE, SPRING 2006

Week	Date	Topics
1	January 26	The Workplace – Constantly Changing
2	February 2	Anger, Stress, and Time Management
3	February 9	Ethical Theories and Behaviors
4	February 16	Workplace Teams and Environment
5	February 23	Effective Communication/Presentation Skills
6	March 2	Telecommunications/Workplace Mail
7	March 9	Computer Hardware/Software
8	March 16	Reprographics/Telework
9	March 23	SPRING BREAK – NO CLASS
10	March 30	Records Mgmt/Information Mgmt. Systems
11	April 6	Financial Analyses
12	April 13	Effective Meetings & Conf./Travel Arrangements
13	April 20	Job Search and Advancement
14	April 27	Presentations
15	May 4	Review & Final Exam