

**Three Rivers Community College**

**Spring 2009**

**Syllabus**

**BOT 251**

**Administrative Procedures**

**CRN #11349**

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<b>Office Hours:</b>	<b>Tuesdays &amp; Thursdays 12:00-1:30 p.m.</b>

## Course Description

**BOT\*K251**

**3 CREDIT HOURS**

**ADMINISTRATIVE PROCEDURES**

*Prerequisites: ENG\* K101*

*Co-requisite: 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, and 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

On-Line Format (Blackboard - 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 are listed in Blackboard Vista. Assignments covering Chapters 1-8 must be completed and submitted on or before the mid-term exam date -- **March 4** to receive credit. Chapters 9-16 assignments must be completed and submitted on or before the last day of class – **May 13**. As this online course is 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 are listed in the organizer page entitled, Assignment Schedule, in Blackboard Vista.

## Final Grade Scale

A	=	94 - 100
A-	=	90 - 93
B+	=	87 - 89
B	=	83 - 86
B-	=	80 - 82
C+	=	77 - 79
C	=	73 - 76
C-	=	70 - 72
D+	=	67 - 69
D	=	63 - 66
D-	=	60 - 62
F	=	00 - 59

W	=	Withdrawal
I	=	Incomplete
P / F	=	Pass / Fail
AU	=	Audit

## **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. (Phone numbers subject to change. Please check College website for telephone numbers.)

## **Early Warning Policy**

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

## **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**

## **Assignment Schedule**

See the organizer page entitled, Assignment Schedule, to see the assignments, discussion board, and test deadlines for this course.