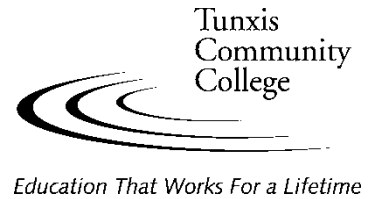


COURSE SYLLABUS



Course Title:	Administrative Procedures	Date submitted:	Spring 2015 (AAC: 15-37)	
Department:	Business and Technology			
Curriculum:	Business Office Technology			
Course Descriptors: Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	Course Code: (eg. ACC 101) <table border="1"><tr><td>BOT*251</td></tr></table>	BOT*251	Prerequisites: C- or better in Word Processing Applications (BOT*137) or permission of Program Coordinator	
	BOT*251			
	Course Type: <table border="1"><tr><td>L</td></tr></table>	L		
	L			
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio			
	Elective Type: <table border="1"><tr><td>G</td></tr></table>	G		
	G			
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General			
	Credit Hours: <table border="1"><tr><td>3</td></tr></table>	3	Corequisites:	
	3			
Developmental: (yes/no) <table border="1"><tr><td>No</td></tr></table>	No	None		
No				
Lecture: <table border="1"><tr><td>3</td></tr></table>	3			
3				
Clinical: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Lab: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Studio: <table border="1"><tr><td>0</td></tr></table>	0			
0				
Contact Hours:	Other: <table border="1"><tr><td>0</td></tr></table>	0		
0				
	TOTAL: <table border="1"><tr><td>3</td></tr></table>	3	Other Requirements:	
3				
	Class Maximum: <table border="1"><tr><td>24</td></tr></table>	24	None	
24				
	Semesters Offered: <table border="1"><tr><td>F/S</td></tr></table>	F/S		
F/S				
Ability-Based Education (ABE) Statement:	At Tunxis Community College students are assessed on the knowledge and skills they have learned. The faculty identified the General Education Abilities critical to students' success in their professional and personal lives. In every class, students are assessed on course abilities, sometimes program abilities, and, in most classes, at least one General Education Ability. Students will receive an evaluation of the degree to which they have demonstrated or not demonstrated that General Education Ability.			
Catalog Course Description:	Introduces students to up-to-date methods of information management in the office. Topics include records management, setting priorities, and machine transcription. Students are introduced to effective self-marketing techniques and business research methods.			
Topical Outline: List course content in outline format.	1. Machine Transcription 2. Records Management 3. Preparing Effective Resumes 4. Writing Effective Letters of Application 5. Effective Interviewing 6. Business Research			

<p>Outcomes: Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p>Upon successful completion of this course, the student will be able to do the following: COURSE:</p> <ol style="list-style-type: none"> 1. understand and apply terminology used in the business office 2. compose mailable business documents when utilizing machine transcription equipment 3. demonstrate an understanding of records management 4. prepare and write a resume packet 5. demonstrate professionalism during a mock interview
	<p>PROGRAM: <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><u>Business Office Technology A.S.; Business Office Technology: Medical Option</u></p> <ol style="list-style-type: none"> 3. demonstrate and apply knowledge and skill utilizing transcription equipment; records management; mathematical skills in formatting documents; and preparing resumes, applications and follow-up letters 4. research and write a report using the library, the Internet, interviews, and other sources, and present an oral report 5. demonstrate decision-making ability; acquire and utilize information to solve problems; demonstrate computer knowledge; communication skills and business procedures using ability-based projects; and demonstrate responsibility, positive attitude, self-management, honesty, and confidentiality 6. develop a portfolio that showcases talents, promotes self-evaluation, and provides validation for employment or promotion <p>GENERAL EDUCATION: <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> 5. Information Literacy/Continuing Learning - Students will be able to use traditional and digital technology to access, evaluate, and apply information to the needs or questions confronting them throughout their academic, professional, and personal lives. <p>Demonstrates: Collects and synthesizes relevant and authoritative information resources appropriate to need and audience and utilizes current technologies to solve problems, complete projects, and make informed decisions.</p> <p>Does Not Demonstrate: Does not collect and synthesize relevant and authoritative information resources appropriate to need and audience nor satisfactorily utilize current technologies to solve problems, complete projects, and make informed decisions.</p> 6. Oral Communication (embedded) - Students will be prepared to develop oral messages of varying lengths and styles that communicate effectively and appropriately across a variety of settings. <p>Demonstrates: Delivers oral presentations with information and/or analysis appropriate for the rhetorical situation. Content is reinforced by appropriate verbal and nonverbal communication.</p> <p>Does Not Demonstrate: Oral presentations lack information and/or analysis appropriate for the rhetorical situation. Content may not be reinforced by appropriate verbal and nonverbal communication.</p>
<p>Evaluation: List how the above outcomes will be assessed.</p>	<p>Assessment will be based on the following criteria: Student performance will be measured by instructor prepared tests and successful simulation of projects and reports and on-going instructor observation.</p>
<p>Instructional Resources: List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p>Required: Computer lab classroom Desired: None</p>

Textbook(s)

Refer to current academic year printout.