

COURSE SYLLABUS

Course Title:	Administrative Practicum		Date submitted:	May 2019 (AAC: 19-25)	
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)	BOT*295	Prerequisites:		
	Course Type:	L	Program Enrollment, completion of 12 credits in the BOT discipline, and permission of Program Coordinator		
	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:	G	Corequisites:
	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:	3	
	Developmental: (yes/no)		No	None	
	Lecture:		3		
	Clinical:		0		
	Lab:		0		
	Studio:		0		
	Other:		0		
Contact Hours:		TOTAL: 3	Other Requirements:		
Class Maximum:		24	None		
Semesters Offered:		S			
Catalog Course Description:	This course provides an integration of knowledge gained in previous program courses through review and practical application with special emphasis on decision-making responsibilities. On-the-job experience in a business or professional office previously approved by the Program Coordinator will be required. Parameters of the work experience will be established under the direction of the faculty member. Students will participate in the work experience under the supervision of personnel in the assigned position who will coordinate and evaluate a student's performance with the college instructor. Hours will be arranged by mutual consent of the student and employer.				
Topical Outline: List course content in outline format.	1. Understanding Yourself 2. Human Relations in the Workplace 3. Relationships with Others 4. Cultural Diversity in the Workplace 5. Vertical and Horizontal Working Relationships 6. Building your Career 7. Goal Setting 8. Succeeding in a New Job or Assignment 9. Absenteeism and Human Relations 10. Business Ethics				

	<p>11. Attitude Renewal</p>
<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:</p> <p>COURSE:</p> <ol style="list-style-type: none"> 1. understand and apply the components of a successful job search to the preparation of a resume and other required documents 2. understand and apply the acquired skill base to the successful completion of the work experience requirement 3. complete application and serve as an active participant in the Student Chapter of IAAP 4. understand and apply human relations techniques and methods in the workplace 5. understand the value of life-long learning as it applies to work and personal growth <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"> 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"> 3. Ethical Dimensions (embedded) - Students will identify ethical principles that guide individual and collective actions and apply those principles to the analysis of contemporary social and political problems. <p>Demonstrates: Identifies and reflects critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> <p>Does Not Demonstrate: Does not sufficiently identify or reflect critically on ethical issues presented in classroom instruction or in assigned co-curricular or civic activities and/or professional internships and practica.</p> 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:</p> <p>Student performance will be measured by instructor prepared evaluation instrument of the workplace experience in conjunction with the supervising employer. In addition, students will participate in interactive activities with peers in the classroom environment through study groups and discussion groups. Students will also be evaluated on their written review of the practical work experience</p>

<p>Instructional Resources:</p> <p>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>
<p>Textbook(s)</p>	<p>Refer to current academic year printout.</p>