

## **STANDARDIZED COURSE OUTLINE**



### SECTION I

SUBJECT AREA AND COURSE NUMBER: **BOT\* 251**

COURSE TITLE: **Administrative Procedures I**

COURSE CATALOG DESCRIPTION:

**Diverse skills necessary for the successful operation of the office are emphasized. Listening skills, office ethics, communication services, language arts, reprographics, time management, computer applications, and records management are included.**

LECTURE HOURS PER WEEK: **3**

CREDIT HOURS: **3**

LAB HOURS PER WEEK: **N/A**

PREREQUISITE(S): **BOT\* 111.**

### SECTION II

A. SCOPE:

**This course is designed as a capstone to enable students to combine their learned knowledge and judgment in handling office situations and problems. English skills, transcription, and records management are reinforced.**

B. REQUIRED WORK:

**Determined by instructor as described in the course syllabus.**

C. ATTENDANCE AND PARTICIPATION:

**Regular attendance is essential. Students are responsible to sign in for each class sessions. Students are expected to attend all classes except in case of illness or emergency situations. There are no excused absences. Habitual tardiness will not be tolerated. If you miss more than three classes, you will not have met the attendance requirements for this course and will be given an Academic Withdrawal. (AW)**

D. METHODS OF INSTRUCTION: **Lecture and hands-on experience.**

#### E. OBJECTIVES, OUTCOMES, and ASSESSMENT

The following objectives and outcomes represent the department's core requirements for student achievement:

<b>LEARNING OBJECTIVES</b>	<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT METHODS</b>
<b>To demonstrate an understanding of :</b>	<b>Student will:</b>	<b>As measured by:</b>
<b>Office Procedures</b>	<b>Demonstrate the necessary knowledge, judgment, and equipment proficiency to perform various office tasks by completion of simulation packets. Packets include units of study on: Office Ethics, Time Management, Listening Skills, Language Arts, Mail Processing, Postal and Shipping Procedures, Reference Sources, Communication Services</b>	<b>The instructor's determined evaluation</b>
<b>Transcription</b>	<b>Demonstrate the fusion of listening skills, accurate language art skills, keyboarding skills, and editing skills to transcribe a mailable document</b>	<b>The instructor's determined evaluation</b>
<b>Records Management</b>	<b>Demonstrate the necessary knowledge to maintain a record system by completing a simulation packet</b>	<b>The instructor's determined evaluation</b>

#### F. TEXT(S) AND MATERIALS:

**All students:**

**Intensive Files Management, 4<sup>th</sup> Edition. Andrea Henne. Cincinnati, OH: South-Western Publishing Co., 1997. ISBN 0-538-71698-3**

**Dictionary**

**Several 3.5" HD diskettes**

**Executive Administrative Students Only:**

**Beacon Hills Associates, An Executive Secretary Simulation, McIntosh & Welter. Cincinnati, OH: South-Western Publishing Co., 3<sup>rd</sup> Edition, 1992. ISBN 0-538-70394-6**

**Legal Administrative Students Only:**

**The Legal Secretary, An Office Job Simulation, Fernandez, Payne, and Webster. Cincinnati, OH: South-Western Publishing Co., 3<sup>rd</sup> Edition, 1991. ISBN 0-538-60142-6**

**Legal Dictionary**

**Medical Administrative Students Only:**

**Medical Office Practice, Phillip Atkinson, Ph.D. Albany, NY:  
Delmar Publishers, 6<sup>th</sup> Edition, 1999, ISBN 0-7668-0605-7  
Medical Dictionary**