



MASTER COURSE OUTLINE

Prepared By: Tom Willingham

Date: June 2016

COURSE TITLE

The Administrative Professional

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 103

(Formerly: OFF101)

CIP Code: 52.0404

Intent Code: 21

Program Code: 547

Credits: 2

Total Contact Hrs Per Qtr.: 22

Lecture Hrs: 22

Lab Hrs:

Other Hrs:

Distribution Designation:

COURSE DESCRIPTION (as it will appear in the catalog)

This course is an introduction to the administrative professional career.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Appropriate text as determined by BIM faculty

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Describe the skills, knowledge, attitude, and work traits that employers expect of an administrative professional
2. Discuss the importance of records management and retention
3. Discuss the coordination of and confidentiality in handling business information

INSTITUTIONAL OUTCOMES

IO3 **Human Relations/Workplace Skills:** Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

Module 1: Being a Professional

- a. Qualities of the professional
- b. Responsibilities of employees and employer
- c. Business etiquette

Module 2: Managing Business Information

- a. Records Management & Retention
- b. Coordinating and applying office procedures to complete tasks

DEPARTMENTAL GUIDELINES (optional)

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered

(text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

DIVISION CHAIR APPROVAL

DATE