

Business Office Capstone – BADM 2395

Fall 2013

Course Information

Online

Credit Hours: 3.0

Instructor Information

Kerry Steward

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Office Hours: M 4:30 pm – 6:30 pm, T/TH 1:30 pm – 3:00 pm, and by appointment

Course Content Information

Course Catalog Description:

This course covers office organization, systems, and functions. The class includes coverage on mail services, human relations, records management, communication systems, reprographics, basic accounting procedures, computer applications and equipment usage, ethics, globalization of business practices, cultural awareness and international business practices. It is designed as a capstone course and allows the student to experience the wide variety of roles an office professional assumes in an information age.

Prerequisite: BOTK 1645 with a grade of “C” or better.

Introduction & Rationale:

This course is designed to provide business majors with an overview of office procedures and systems. It will fulfill the credit requirements and outcomes assessment for Business Office Technology majors and the Associate of Applied Science majors in Business Administration. In addition to the overview of office systems and procedures, students will develop an online portfolio of artifacts representing their achievement in a variety of chosen subjects from their educational experience.

Course Resources:

- The course does not have a required textbook.
- Students must have a valid EWC computer account.
- Resources will be supplied by the instructor or will be available through library or internet sources.

Course Objectives:

After successfully completing this course, the student should be able to:

- Describe the skills and knowledge needed to succeed in an office environment.
- Identify available career opportunities for an office professional.
- Describe the role of safety and health in an office.
- Apply appropriate techniques for managing time.
- Recognize the importance of ethical behavior and identify characteristics of an ethical office professional.
- Demonstrate an understanding of operating systems, applications software, computer components, and storage devices.
- Describe the mail classifications and mail services of the United States Postal Service.
- Demonstrate the use of modern office equipment.
- Prepare a letter of application and a résumé.

- Demonstrate the effective use of reference materials.
- Produce correctly punctuated office documents that are free from grammatical and spelling errors.
- Demonstrate an understanding of the rules and procedures of records management.
- Identify management responsibilities and various leadership styles.
- Complete an online portfolio of artifacts representing student achievement.

Withdrawal from class:

Nov 26= LAST DAY TO DROP REGULAR SEMESTER CLASSES

***Withdrawal from the course must be initiated by the student following procedures outlined in the current EWC GENERAL CATALOG. ***

A student who is withdrawn from a course on or before the school's official last day to drop classes will receive a grade of W (Withdrawal) for the course. A student who is withdrawn after the official last day to drop classes will receive a grade of F except in emergency situations. Incomplete grades will be given only when agreed upon by the instructor and shall be awarded based on a contract agreement between the student and the instructor.

An Instructor is authorized to withdraw a student from a course whenever: a) The student's absences in the course exceed 20% of the scheduled sessions for the semester or; b) the student has been absent 6 consecutive class hours in the course or; c) the student has not completed 20% of the assigned learning activities.

General Education Requirements

Eastern Wyoming College expects that its graduates will have an educational foundation that prepares them for a complex and rapidly changing world. The curriculums offered will allow the development of general education competencies necessary for participation in society as well as the development of specialized knowledge necessary within a given discipline. Every EWC graduate will have demonstrated competencies in these five general education areas.

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

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ADA Accommodations

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact Mrs. Debra Ochsner (532-8239) or Mr. Stuart Nelson (532-8330) as soon as possible so that arrangements may be made.

Course Work

Written Work

Read the weekly assignment sheet carefully to determine the exact details of the assignment. Written work should be completed as MS Word document, but WordPerfect or RTF (rich text format) files are acceptable as well. It is up to each individual student to make sure assignments are submitted in a timely manner. You will be graded on structure, content, grammar and adherence to the instructions given for the assignments.

The following rubric is used to assess your written work:

Writing (writes to convey information or express ideas)

Novice (1)

- Uses incorrect grammar & punctuation, sentence structure is poor.
- Partially conveys ideas.

Partially Proficient (2)

- Generally uses correct grammar & punctuation; conveys ideas or information fairly clearly.
- Attempts to support with information, but not appropriately or accurately.

Proficient (3)

- Uses correct grammar and punctuation, presents information clearly.
- Uses effective vocabulary and organization to support idea or argument with appropriate evidence.

Advanced (4)

- Uses interesting and precise vocabulary, uses all language conventions correctly.
- Powerfully conveys idea through exemplary organization and compelling evidence.

Grading Criteria

Your final grade will be a reflection of your performance on all course assignments including written work and, and the final project. Points will be accumulated and your final grade will be determined by the percentage of total points you collected over the course of the semester. A weekly assignment sheet, “What to Do”, will be handed out each week to outline the work and assignments to be completed for that particular week. Due dates will be listed on the assignment sheet. The final project will also be handed out with requirements, specifications and due dates for step by step completion.

The following grade scale will be used to determine final grades:

- 90 – 100% = A
- 80 – 89% = B
- 70 – 79% = C
- 60 – 69% = D
- 0 – 59% = F

Academic Dishonesty:

Any forms of academic dishonesty are a serious offense that will not be tolerated. These forms include inappropriate dependence upon the aid of other persons in carrying out class or laboratory assignments; plagiarism; and cheating on quizzes, tests, or examinations. For a first offense, a student will receive a grade of **ZERO** on the affected coursework. For a second offense, the student will receive the grade of **"F"** in the course, and will be subject to any other consequences outlined in the Eastern Wyoming College Academic Dishonesty policy which can be found in the student handbook. Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or final project and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

Disclaimer

Information contained in this syllabus is, to the best knowledge of the instructor, correct and complete when distributed for use at the beginning of the course. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course materials and course schedules.