

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Office Simulations
<b>COURSE NUMBER</b>	BUSN 2251
<b>DIVISION</b>	Math, Science, Business & Technology
<b>DEPARTMENT</b>	Business
<b>CIP CODE</b>	52.0401
<b>CREDIT HOURS</b>	3
<b>CONTACT HOURS/WEEK</b>	Class: 3
<b>PREREQUISITES</b>	BUSN1153 Speedbuilding I and BUSN-0191 Microcomputer Apps I-II: Advanced Word

**COURSE PLACEMENT** Students must meet the correct placement measure for this course. Information may be found at:  
<https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html>

## COURSE DESCRIPTION

This course is designed to give students simulated practice with real world application of various office skills. The course is designed to give the student a working knowledge of the administrative assistant's duties and responsibilities. The students follow a self-directed, individualized set of instructions.

**Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

## PROGRAM LEARNING OUTCOMES

### Administrative Office Professional Certificate PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.
3. Compare and choose appropriate management approaches for business situations.

### Administrative Office Professional AAS PLO

2. Use critical thinking skills to analyze, prioritize develop, write and create business documents.

## **TEXTBOOKS**

<http://kckccbookstore.com/>

## **METHODS OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Project 1—Preparing Marketing and Administrative Documents
- II. Project 2—Creating Personnel Documents
- III. Project 3—Preparing Administrative Documents
- IV. Project 4—Creating Materials to Promote the Company

## **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. Be able to develop organization skills through the planning and prioritizing of tasks in each project.
  1. Be able to prioritize and organize weekly tasks.
  2. Be able to estimate time to complete tasks.
  
- B. Be able to use critical thinking skills to analyze, prioritize, develop, write, and create business documents.
  3. Be able to create a bibliography.
  4. Be able to create labels and name card tents.
  5. Be able to create a follow-up form.
  6. Be able to create job descriptions.
  7. Be able to create a trainee information sheet.
  8. Be able to create a meal packages handout.
  9. Be able to create a trip organizer's checklist.
  10. Be able to create a fax cover sheet.
  11. Be able to create a letterhead.
  12. Be able to create a bookmark.
  
- C. Be able to use current technology available in business and communications software to work efficiently and effectively.
  13. Be able to maintain a petty cash track of payments using Excel formulas.
  14. Be able to create an employee directory using Excel data files.
  15. Be able to create a meeting agenda using an agenda wizard.
  16. Be able to create letters and prepare a mail merge.
  17. Be able to create a trip organizer's checklist

18. Be able to create a fax from a template.
19. Be able to create a PowerPoint presentation.

D. Be able to understand the role and responsibilities of an administrative assistant in the business world.

20. Be able to maintain an Employee Policy Manual

### **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

### **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.