

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

BCIS 70(A-Z) - Office Administration Seminar

0.25 - 3 Unit(s)

Prerequisite(s): NONE

Recommended Prep: NONE

Transfer Status: CSU

4 - 51 hours Lecture

These topics are designed to provide students with enhanced office administration/management and clerical skills. Students may enroll in this course up to 3 unit(s) to complete the entire curriculum of the course. Open Entry/Open Exit.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Discuss enhanced office support topics
- B. Participate in professional organizations
- C. Demonstrate soft skills required for successful employment

III. COURSE CONTENT

A. General Goals

- 1. This course will cover aspects of office administration, clerical skills, and professional organizations.

B. Unit Titles/Suggested Time Schedule

Unit titles will vary based on specific topic.

		Lecture	
<u>Topics</u>			<u>Hours</u>
1.	Introduction		0 - 3.00
2.	Pre-Assessment		0 - 2.00
3.	Skill Development		0 - 20.00
4.	Application		0 - 20.00
5.	Summary		0 - 6.00
Total Hours			0 - 51

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Guest Speakers
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Demonstrations

V. METHODS OF EVALUATION

- A. Oral Presentation
- B. Class participation
- C. Written Communications

D. Homework/Quizzes/Exams

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
- B. Writing Assignments
- C. Out-of-Class Assignments

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Caroselli, Dr. Marlene. Interpersonal Skills. Thomson Learning, 2003.
- B. Cooper, Ann. Leadership in Organizations. Thomson Learning, 2003.

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Date: 02/06/2006