

*A POLYTECHNIC INSTITUTION**School of Computing and Academic Studies**Department: High-Tech Professional (HTP) Programs**Program: Office Administrator with Technology (OAT)***OATP 1200**
Business Development**Program Start Date:** November 3, 2014**Program End Date:** April 17, 2015**Total Hours:** 72 Lab & Lecture**Course Credits:** 6**Prerequisites****Course No. Course Name**

None

OATP 1200 is a Prerequisite for:**Course No. Course Name**

None

Course Description:

In order to effectively manage and operate a business, office administrators need a solid understanding of the foundational concepts of business operations. Therefore, this course has been designed to assist students in the acquisition, application and development of business skills to function effectively in an administration role utilizing office applications. Topics covered include, but are not limited to: financial reporting, business writing, and elements of project management

Through various modules, this course will introduce the student to the foundational concepts of business operations, relevant for office administrators who recognize not only the need to utilize the latest technology, but also the importance of sound project administration and financial management as integral to successful business practice.

Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. Create professional-looking documents that adhere to accepted principles of grammar, spelling, mechanics, and punctuation.
2. Write effective business proposals and other business documents.
3. Use traditional accounting procedures to interpret and compile financial statements.
4. Use financial data from a fictitious company to complete an accounting cycle.
5. Demonstrate a fundamental knowledge of desktop publishing terms and techniques by using Microsoft Publisher to devise and update a small project.
6. Build organizational charts and various business diagrams using Microsoft Visio.

Evaluation

The passing grade for this course is 65% and is calculated by taking a weighted average of the grades for all the modules listed below. Modules are evaluated through a variety of activities including quizzes, projects and hands-on exams. Students are assessed both on their individual work and on their team work. For details on a particular module, please consult the module outline.

Module Title	Module Hours	Weight
Adobe Acrobat	14	20%
Principles of Accounting	44	60%
MS Visio	14	20%

BCIT Policy Information for Students:

The following BCIT policies are strictly enforced as part of the High-Tech Professional Programs Department:

Policy 3501 – Responsible Use of Information Technology at BCIT

Policy 5002 – Student Regulations

For more information, please consult the BCIT policy page <http://www.bcit.ca/SubLinkPages/PoliciesProcedures.shtml> and the HTP student handbook. Students are advised to make themselves aware of all other relevant BCIT and HTP policies.

Verification

I verify that the content of this course outline is current.

Authoring Instructor

Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Date

Note:

The course outline is a statement of educational intent and direction. It is not to be construed as a contract to deliver instruction or guarantee learning.

The nature of this course is such that planned modules may be changed due to industry demand and technology updates. Should changes be required to the content of this course outline, students will be given reasonable notice.