



## SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

<b>Course Number Course Name</b>	OA236 ADMINISTRATIVE PROCEDURES
<b>Credit Value (Breakdown of theory and lab credits)</b>	3 Theory
<b>Catalog Course Description</b>	You will study office procedures, technology, records management, human relations, ethics, and telecommunications. Prerequisites: OA 115, ENG 111, and BA 200. (Spring) (3, 3T+0S)
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ol style="list-style-type: none"> <li>1. Be a productive member of an office team</li> <li>2. Determine what ethical behavior means in an office situation and ways for dealing ethically with various situations</li> <li>3. Process information via technology</li> <li>4. Communicate effectively, both orally and in writing</li> <li>5. Assist in the preparation of meetings</li> <li>6. Do a job search and prepare employment portfolio</li> <li>7. Advance on the job</li> <li>8. Lead and supervise others</li> </ol>
<b>College-Wide Student Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Communication</li> <li>2. Critical Thought</li> <li><b>3. Information Literacy</b></li> <li>4. Cultural Competence</li> </ol> <p>Outcome in Bold</p>