

## **BADM 2395 Spring 2013 Business Office Capstone**

**COURSE NAME:** Business Office Capstone  
**COURSE NUMBER:** BADM 2395  
**CREDIT HOURS:** 3 credit hours  
**CONTACT HOURS:** 3 contact hours  
**MEETS:** Online  
**INSTRUCTOR:** Patricia Pulliam  
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**E-MAIL:** PPulliam@ewcmail.wy.edu  
**OFFICE HOURS:** M-F 9-10 a.m. and by appointment

### **Course 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

### **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 (532-8238) or Mr. Tom McDowell (532-8330) as soon as possible so that arrangements may be made.

### **Course 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.

### **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.

### **Instructional Media & 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 successful completion of 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.
- Demonstrate how to work effectively with a team.
- 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 POLICY**

April 25 = 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 either a grade of F or a grade of W for the course at the instructor's option.

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.

## **Course Work**

### ***Discussion Questions***

Discussion questions will be used as writing assignments, rather than in class discussions.

### ***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.

### ***Periodic Exams***

There are three exams scheduled during the course of the semester. Exams are timed, which means you must complete the exam within a designated number of minutes. Read each question carefully and make sure you give an answer for each question.

### ***Presentations***

Some weekly assignments will require you to present your work to your classmates. Your presentation should be professional—as if you are presenting to an external audience for your company. The following rubrics are used to evaluate presentations.

Novice (1)

- Uses vague vocabulary or slang, makes frequent grammatical errors.
- Has difficulty communicating ideas.

Partially Proficient (2)

- Uses basic vocabulary, makes infrequent grammatical errors.
- Communicates clearly.

Proficient (3)

- Uses effective vocabulary.
- Communicates accurately and clearly.
- Uses appropriate gestures, tone, and body language.

Advanced (4)

- Uses interesting and precise vocabulary.
- Presents well-organized arguments.

### Grading Criteria

Your final grade will be a reflection of your performance on all course assignments including written work and discussions, exams/quizzes, 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.

All assignments and quizzes will be assigned a point value. The cumulative weight of the points earned will be graded on the basis of the following percentages.

Letter Grade	Percentage
A	90+
B	80-89
C	70-79
D	60-69
F	0-59

### Academic Dishonesty Policy

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her undue advantage over fellow students.

#### Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

#### Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

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 examination

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 was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. 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 content or instructional technique without notice or obligation.

Sp13BOTK Capstone syllabus

January 2013