

**BA 018 - Business**

Instructor: Theresa

Class Location: A-228

Required Text: Procedures &amp; Theory for Administrative Professionals, 7th Ed

Fall 2017

Office: A 107-4

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Week & Dates	Chapter	Reading Schedule	Chapter Title & Topic
1 8/31/2017	Ch 17	380-404	Job Search and Advancement
2 9/7/2017	Ch 1	4-20	The Workplace- Constantly Changing
3 9/14/2017	Ch 2	25-41	Your Professional Image
4 9/21/2017 No in-class meeting	Ch 4	70-87	Self-Management
5 9/28/2017	<b>Quiz #1</b>	<b>Take home review for Quiz #1</b>	
	<b>Quiz #1 - Chapters 17 &amp; 1,2,4 - In Class</b>		
	Ch 3	48-61	Workplace Teams
	<b>Labor Law Team Project Out Due Thursday 10/19</b>		
6 10/5/2017	Ch 5	93-107	Ethical Theories and Behaviors
	Ch 6	113-125	Leadership
7 10/12/17	Ch 7	130-144	Customer Service
	Ch 8	152-174	Written Communication
	<b>Quiz #2</b>	<b>Take home review for Quiz #2</b>	
	<b>Quiz #2 - Chapters 5-8 - In Class</b>		
8 10/19/17	Ch 9	180-203	Verbal Communications & Presentations
	Ch 10	209-221	Global Communications-Technology and Etiquette
9 10/26/2017	<b>Midterm Chapters 1-8 Terminology</b>		
	<b>Law Law Presentations &amp; Projects</b>		
10 11/2/2017	Ch 11	228-255	Managing Records
	Ch 12	261-275	Managing Electronic Records
	<b>Quiz #3</b>	<b>Take home review for Quiz #3</b>	
11 11/9/17	<b>Quiz #3 - Chapters 9-12 - In Class</b>		
	Ch 13	281-303	Personal Finance & Investment Strategies
12 11/16/2017	Ch 14	310-329	Meeting and Event Planning
	Ch 15	336-353	Travel Arrangements
	<b>Quiz #4</b>	<b>Take home review for Quiz #4</b>	
13 11/23/2017	<b>Holiday - Thanksgiving</b>		
14 11/30/2017	<b>Quiz #4 - Chapters 13-15 - In Class</b>		
	Ch 16	359-374	Workplace Mail and Copying
	<b>Law Law Presentations &amp; Projects Make Ups</b>		
	<b>Professional Portfolios</b>		
15 12/7/2017	<b>Professional Portfolios Reviews</b>		
16 12/14/2017	<b>Terminology Ch 9-16</b>		
	<b>Professional Portfolios - DUE</b>		
	<b>Final Exam - Terminology Ch 9-16</b>		

\*Dates and assignments are subject to change at the discretion of the instructor.

## Grading Scale

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 59%	F

## Grade Breakdown

Assignments	35%
Quizzes	35%
Midterm	5%
Final	5%
Projects	20%
	100%

## Week &amp; Date

## Quizzes

## Chapters

Week 5 - 9/28	#1	17, 1, 2, 4
Week 8 - 10/19	#2	5, 6, 7, 8
Week 9 - 10/26	Midterm	Terminology 1-8, 17
Week 11 - 11/9	#3	9, 10, 11, 12
Week 14 - 11/30	#4	13, 14, 15
Week 16 - 12/14	Final	Terminology 9-16