

BA 018 - Busines

Instructor: Theresa

Class Location: A-228

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

Revised - 10/17/2017

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	Quiz #1 Take home review for Quiz #1		
	Quiz #1 - Chapters 17 & 1,2,4 - In Class		
	Ch 3	48-61	Workplace Teams
	Labor Law Team Project Out Due Thursday 10/19 New Date 10/26		
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
	Quiz #2 Take home review for Quiz #2		
8 10/19/17	Quiz #2 - Chapters 5-8 - In Class		
	Ch 9	180-203	Verbal Communications & Presentations
	Ch 10	209-221	Global Communications-Technology and Etiquette
9 10/26/2017	Midterm Chapters 1-8 Terminology		
	Quiz #2 - Chapters 5-8 - In Class		
	Ch 11	228-255	Managing Records
	Ch 12	261-275	Managing Electronic Records
	Law Law Presentations & Projects		
10 11/2/2017	Law Law Presentations & Projects		
	Midterm Chapters 1-8 Terminology		
11 11/9/17	Quiz #3 - Chapters 9-12 - In Class		
	Quiz #3	Take home review for Quiz #3	
	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
	Quiz #3 - Chapters 9-12 - In Class		
	Quiz #4	Take home review for Quiz #4	
13 11/23/2017	Holiday - Thanksgiving		
14 11/30/2017	Quiz #4 - Chapters 13-15 - In Class		
	Ch 16	359-374	Workplace Mail and Copying
	Law Law Presentations & Projects Make Ups		
	Professional Portfolios		
15 12/7/2017	Professional Portfolios Reviews		
16 12/14/2017	Terminology Ch 9-16		
	Professional Portfolios - DUE		
	Final Exam - Terminology Ch 9-16		

*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 & 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