Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information

Department: Business & Computer Science: Business

Submitter

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Course Prefix and Number: BT - 271

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours:　44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Advanced Business Projects

Course Description:

Participate in dynamic business simulations that provide experience in working as team members in a professional environment. Practice using oral and written communications, analyzing information, problem solving, decision making, prioritizing, applying time management skills, and using industry standard technology tools.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Business AAS

Are there prerequisites to this course?

Yes

Pre-reqs: BA-205, BA-228, BT-125, BT-216, BT-262, & CS-135S

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate the ability to function professionally and effectively as an individual and as a team member in a variety of situations and types of offices,
2. demonstrate the ability perform a range of office procedures and generate documents such as letters, reports, forms, memos, and spreadsheets using a variety of industry-standard software and equipment;
3. refine the skill of utilizing the integrated applications of MS Office in the creation of various simulated projects,
3. demonstrate the ability to communicate in oral and written format in a diverse office environment,
4. analyze and interpret information to make decisions that accomplish the goals of a project,
5. collaborate with colleagues to recognize problems, develop potential solutions, and evaluate the effectiveness of the results;
6. identify the successful qualities of an administrative professional and demonstrate awareness of the advancement opportunities of an administrative professional within the administrative career field.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Teamwork/collaboration.
a. Mentor and assist other team members.
b. Demonstrate emotional intelligence.
c. Assess and strengthen personal behavior to improve team performance.
d. Use influence and persuasion effectively.
e. Use discretion and diplomacy.
2. Office & technical skills.
a. Demonstrate accountability by meeting deadlines.
b. Use efficient procedures and processes to coordinate workflow and accomplish tasks.
c. Demonstrate project management skills by establishing project goals, setting appropriate timelines, establishing methods for feedback, and evaluating outcomes.
d. Exhibit accuracy and attention to detail in all tasks.
e. Plan and participate in meetings.
f. Choose and implement document formats appropriate to the project.
g. Select appropriate methods or tools to complete projects (software, communication channel).

h. Prepare a variety of documents integrating multiple software applications and technology.
3. Communication & information management.
a. Be resourceful in obtaining, organizing, analyzing, evaluating, and managing information.
b. Utilize effective reading, writing, and listening skills.
c. Compose written and electronic messages using business standards.
d. Use calendaring and scheduling tools to arrange meetings.
e. Complete recordkeeping tasks that are accurate and orderly.
4. Analysis, problem solving, productivity.
a. Use critical thinking skills to make effective decisions and solve business problems.
b. Analyze information and use good judgment when obtaining and using information.
c. Recognize problems, develop solutions, and evaluate effectiveness of results.
d. Manage productivity.
5. Professionalism.
a. Model good work ethics and professionalism including regular and punctual attendance.
b. Practice ethical principles and confidentiality.
c. Demonstrate appearance and mannerisms appropriate for an office environment.
d. Display a positive attitude and willingness to adapt to changes and difficult situations.
e. Understand and adapt to the needs and work styles of others.
f. Understand importance of professional career plans, lifelong learning, and professional organizations.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
: