



## BAT220 Intro to Business & Office Management Syllabus

### Course Information

Credits	4
Campus	Washburn Institute of Technology
Address	5724 SW Huntoon
City/State/Zip	Topeka, Kansas 66604
Office Fax	785-273-7080

### Description

The course offers the advanced student knowledge and skills used in business offices, accounting departments and professional firms. The student will learn the necessary skills to manage employees and materials as an office manager. Additionally, the student will become well versed in basic business principals, economic systems, management and organization and management information systems. Additionally, the student will understand business ethics and the importance of good business ethics. Students will gain a general understanding of human resources, marketing, product life cycle, finance and investment.

### Textbooks

Ristau; 21<sup>st</sup> Century Business: Intro to Business; South-Western; 2011; 2<sup>nd</sup> Edition; ISBN: 978-0-538-74066-1.

### Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

### Competencies

1. Articulate types of economic systems.
2. Measure economic performance.
3. Explain the business cycle.
4. Implement a program of social responsibility.
5. Document advanced knowledge of business ethics.
6. Explain the evolution and factors affecting ethical behavior.
7. Demonstrate complete knowledge of all types of business formations.
8. Describe basic management functions.

9. Generate a flow chart illustrating chain of command.
10. Demonstrate knowledge of employee motivation and teamwork.
11. Compare methods to recruit and retain employees.
12. Illustrate cultural diversity in human resources.
13. Compare methods of marketing and the management of customer relationships.
14. Demonstrate knowledge of financial management, including short term debt, equity and long term debt financing.
15. Summarize business information systems.
16. Explore global business practices.

## Guidelines for Success

### Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

### Grading Scale

A	92%-100%
B	84%-91%
C	76%-83%
D	68%-75%
F	67% or below

The course is graded by 70% classroom work and test scores, and 30% daily participation.

### Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

## Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: [ssscoordinator@washburn.edu](mailto:ssscoordinator@washburn.edu)

