BGN 110 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: BGN 110   Title: INTRO TO ADMIN PROF
Full Title: Introduction to the Administrative Professional
Last Reviewed: 1/25/2021

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00		Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00		Lab Scheduled	0	6	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	1.00		Contact Total	17.50
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00   Total Student Learning Hours: 52.50

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: BOT 56B

Catalog Description:
This survey course is an introduction to the administrative assistant career. Topics include learning about the the functions and organizational structure of American business including the continously evolving role of the administrative professional within an organization. Students will take inventory of their qualifications and skills and also begin the development of a career portfolio to which documentation and resources will be added as they move through their educational program and career.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or equivalent

Limits on Enrollment:

Schedule of Classes Information:
Description: This survey course is an introduction to the administrative assistant career. Topics include learning about the the functions and organizational structure of American business including the continously evolving role of the administrative professional within an organization.

Students will take inventory of their qualifications and skills and also begin the development of a career portfolio to which documentation and resources will be added as they move through their educational program and career. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or equivalent
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Assess business career progress and update plans needed for further education and training.
2. Regularly manage and update a career portfolio.

Objectives:
At the conclusion of this course, the student should be able to:
1. Select career fields or paths and employment opportunities that meet their personal goals.
2. Identify the knowledge and skills needed in their chosen career field.
3. Compare various employment options including advantages and disadvantages of each.
4. Create a listing of educational and training options, programs, and degrees necessary to obtain identified knowledge and skills.
5. Develop systematic plans to meet educational and employment goals.
6. Identify and organize the common sections of an effective portfolio.
7. Determine unique sections of the portfolio based on specific employment goals.
8. Develop a strategic plan for continuous improvement of knowledge and skills.
9. Compile a comprehensive listing of available options and resources for just-in-time training and lifelong learning.

Topics and Scope:

I. Administrative Professional Role
   A. Workplace structure and organization
   C. Scope and importance of role in an organization

    D. Types of administrative professional roles
    E. Necessary career qualifications
II. Exploration of Administrative Professional Careers
    A. Researching administrative professional career fields and employment opportunities
    B. Organizing research data
    C. Analyzing research data
    D. Establishing career goals and developing a plan to reach goals
III. Portfolio Development
    A. Essential sections
    B. Possible sections based on employment goals
    C. Resources needed to organize portfolio

Assignment:

1. Weekly reading of 10 to 15 pages from textbook, other written materials, and Internet resources
2. Written report and analysis on interviews conducted with one to two business professionals
3. Written report on career progress and educational plannning
4. Career portfolio
5. Weekly written homework

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework, reports	Writing 20 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, and interview analysis	Problem solving 10 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Portfolio	Skill Demonstrations 30 - 50%

Exams: All forms of formal testing, other than skill performance exams.

None	Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Participation	Other Category 5 - 15%

Representative Textbooks and Materials:
Instructor prepared materials