

Business Administrative Technology

Code of Conduct

The BAT degree is designed to prepare students for an entry level position in a business or organization. You will learn Microsoft Office applications, book keeping, keyboarding, proofreading and editing, math, presentation skills, and other important competencies required in the workforce.

It is also important that you are prepared to work in a professional setting. In your classes, you are not receiving a paycheck, but you are receiving instruction that will help you further your career. Therefore, the faculty will treat the classroom as a professional setting.

- **Promptness/Attendance** If you miss work and/or show up late on a consistent basis, you will be looking for a new job. You are expected to attend every class and arrive on time. Arriving on time means being in your seat with your materials ready before class begins.
- **Multitasking** It is important to stay connected and to network. However, in a professional setting, you should be focused on the tasks you have been hired to do. Therefore, keep your cell phone on silent, do not check text messages, personal e-mail or social media sites, or take phone calls. You are expected to focus on the material being presented and the tasks assigned. If you are disruptive to the class, you will be asked to leave.
- **Food and Drink** Most employees that are greeting the public will not be allowed to consume food at the desk. Instead you will be expected to eat before your shift and on breaks. Food and drink are not allowed in the classrooms. Eat before class. You will be better able to focus and learn.
- **E-mail** Correspondence should be professional. Proper grammar and punctuation is required. Capitalize when needed, use punctuation, and give all your emails a read-through before you hit the send button. This applies to both business and personal emails. The following guidelines are from *25 Tips for Perfecting Your E-mail Etiquette*.
 - ✓ **Identify yourself.** Do not assume the person receiving your e-mail knows who you are, or remembers meeting you. When e-mailing a Parkland instructor, include the class and section in which you are enrolled.
 - ✓ **Include a subject line.**
 - ✓ **Avoid using shortcuts to real words, emoticons, jargon, or slang.** Shortcuts such as "4 u" (instead of "for you"), "Gr8" (for great) in business-related e-mail is not acceptable.
 - ✓ **Be courteous.** Always remember that e-mail correspondence lasts forever.
 - ✓ **Your e-mail is a reflection of you.** Every e-mail you send adds to, or detracts from your reputation. If your e-mail is scattered, disorganized, and filled with mistakes, the recipient will be inclined to think of you as a scattered, careless, and disorganized businessperson.
- **Dress** The classroom is not a formal office. Casual attire is acceptable. Casual does not mean sloppy or inappropriate clothing pieces. Avoid dirty, stained, or wrinkled clothing and overly revealing or offensive attire. Always be neat and think about how you appear to others.

Other people's opinions matter and in the professional world, their perception of you will be critical to your success.