

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 224 – OFFICE WORK EXPERIENCE

150 hours paid or 120 hours non-paid work experience per semester, 2 units

Catalog Description

Work experience in an office setting. *Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a maximum total of sixteen units, and students must work 75 paid hours or 60 non-paid hours per unit earned.* A student taking this course for 2 units must work 150 hours paid or 120 hours non-paid.

Prerequisite

Limited to BOT majors who have completed at least 12 units in the major

Recommended Preparation

Keyboarding and computer skills as well as training in a variety of office procedures as required by most worksites

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Employ the touch method and proper techniques when keying.
- 2) Key a minimum of 30 net WPM on a 5-minute writing.
- 3) Prepare correctly formatted, error-free documents including memos, letters, tables and business reports.
- 4) Use a mouse or similar device efficiently.
- 5) Format and care for electronic storage media.
- 6) Identify common types of software and their purposes.
- 7) Use the Internet for common tasks.
- 8) Use the Windows operating system efficiently to maximize productivity.
- 9) Evaluate file organization and create appropriate folders for easy location of files.
- 10) Comprehend a variety of texts of a conceptual and linguistic complexity.
- 11) Infer meaning of new words from contextual clues and structural analysis.

Course Content

Instructor and student will work together to analyze and upgrade the student's performance on the job

Course Objectives

Students will be able to:

- 1) Complete a minimum of 120 non-paid or 150 paid hours of supervised work in an office setting.
- 2) Relate classroom material to situations encountered on the job.
- 3) Assess employer expectations and demonstrate desirable work habits and personal traits for successful job performance and assimilation into company work force.
- 4) Assess job/employer requirements and prioritize tasks for completion.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Instructor and field supervisor's observations, student self-evaluation, and final project which measure the student's ability to complete a minimum of 120 supervised office work hours, to determine employer needs, to prioritize tasks and employ requisite work practices and personal characteristics to accomplish workplace integration and job performance success.

Special Materials Required of Student

None

Minimum Instructional Facilities

Sufficient work sites to accommodate students

Method of Instruction

- 1) Main instruction occurs while student is employed in the office position
- 2) Additional activities may be prescribed to strengthen or upgrade skills as necessary to improve job performance

Out of Class Assignments

- 1) Not applicable; this is a credit course for working in an office setting in a related industry.

Texts and References

- 1) Required (representative example): None
- 2) Supplemental: Prescribed as needed to enhance job performance

Student Learning Outcomes

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

- 1) Complete 120-150 hours of supervised work in an office setting
- 2) Demonstrate good work habits for successful job performance
- 3) Analyze job/employer requirements to prioritize and complete tasks