Total contact hours: 108

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Business Office Technology 224 – Office Work Experience

108 hours paid or unpaid 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 54 paid hours or unpaid hours per unit earned.* A student taking this course for 2 units must work 108 hours paid or unpaid. 108 hours paid or unpaid work experience per semester, 2 units.

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) Key a minimum of 30 net words per minute (WPM) on a 5-minute timed writing task using the proper techniques.
2) Prepare correctly formatted, error-free documents including memos, letters, tables and business reports.
3) Use a mouse or similar device efficiently.
4) Format and care for electronic storage media.
5) Identify common types of software and their purposes.
6) Use the Internet for common tasks.
7) Use the Windows operating system efficiently to maximize productivity.
8) Evaluate file organization and create appropriate folders for easy location of files.

Course Content
1) Defining the need of the job site and develop goals.
2) Approving Goals by the instructor and work supervisor.
3) Maintaining accurate records and timesheets.
4) Attending a course orientation and course exit meeting (date, time to be announced).
5) Scheduling two meetings with the instructor during the semester to evaluate the student's goals.
6) Participating in an evaluation process to be administered by the instructor and work supervisor.

Course Objectives
Students will be able to:
1) Complete a minimum of 108 paid or unpaid 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 108 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

None

Method of Instruction

1) Supervisor-directed tasks, projects, and/or functions
2) Additional activities may be prescribed to strengthen or improve skills as necessary to enhance job performance

Out of Class Assignments

None

Texts and References

1) Required (representative example): *Modernize Your Resume: Get Noticed… Get Hired*. Emerald Career Publishing. 2023. Enelow, W. and Kursmakr, L.
2) Supplemental: None

Student Learning Outcomes

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

1) Identify employee responsibilities and meet employer expectations while successfully participating in the work environment.