

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 225 – OFFICE WORK EXPERIENCE**

225 hours paid or 180 hours non-paid work experience per semester, 3 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 3 units must work 225 hours paid or 180 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 180 non-paid or 225 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 180 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 will occur while the 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: 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 180-225 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