

**SYLLABUS****COURSE NUMBER:** AOAP 219**COURSE TITLE:** Office Procedures II**NUMBER OF CREDITS:** 3 Credit Hours**CATALOG DESCRIPTION:**

This is the capstone course for the OADT degree program. Through the use of a simulation, students will draw on and utilize the skills acquired throughout their training program and work experience to prepare documents and complete tasks like those required in today's high performance, technologically advanced office. Many of the activities completed will enhance the student's software integration skills and expose them to high levels of analysis, problem solving, decision making, and teamwork. Students are required to spend two weeks at a workstation in an actual business environment.

**Prerequisite:** COSC 116, COSC 185, AOAP 118, and AOAP 210, AOAP 252. Semester Offered-Spring. Book used will be *At Work in The Office* by Jean Geiger, Mary Witherow, and Joyce Caton.

**SEMESTER OFFERED:** Spring Only**COMMON STUDENT LEARNING OUTCOMES OF SAN JUAN COLLEGE:**

**Learn:** Students will actively and independently acquire, apply, and adapt skills and knowledge to develop expertise and a broader understanding of the world as lifelong learners.

**Think:** Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

**Communicate:** Students will exchange ideas and information with clarity and originality in multiple contexts.

**Integrate:** Students will demonstrate proficiency in the use of technologies in the broadest sense related to their field of study.

**Act** Students will act purposefully, reflectively, and respectfully in diverse and complex environments.

**LEARNING OBJECTIVES:**

1. To train students to work toward the business career of their choice.
2. To master the general office skills required in today's office.
3. To acquire good self-image tools for general success in life and on the job.
4. To create professional business and technical documents.

*SYLLABUS***LEARNING OUTCOMES:**

- 1. Evaluate the advantages and disadvantages of working in offices of different sizes and types. (L, T, C)**
- 2. Develop a list of prospective employers and identify the sources of job opportunities in the Farmington area. (L, T, C, A)**
- 3. Prepare a portfolio with a resume, letter of application, reference, transcript, and certificate of recognition. (L, T, C, I, A)**
- 4. Prepare for an employment interview with administrators at San Juan College. (A)**
- 5. Follow up the interview with a thank-you note. (A)**
- 6. Look for advancement opportunities within this area. (T, A)**
- 7. Create a presentation using PowerPoint 2000 software. (L, T, C, I, A)**
- 8. Navigate the presentation, enter text in Outline view, and enter text in Slide view. (A)**
- 9. In the presentation format the text, use the drawing toolbar, add text boxes, sounds, images, and check spelling. (L, A)**
- 10. In the office simulation, the student will work individually and collaboratively as a team member. (L, T, C, I, A)**
- 11. Use appropriate technology, software applications, existing data files, company guidelines, supervisor instructions, and information from other team members to prepare documentation and complete assigned tasks.**
- 12. Organize and interpret the results of your own work and share information as appropriate with other team members and other teams in the class. (L,T, C I, A)**
- 13. Demonstrate an awareness of the processes, available technologies, and tools used for each project; modify the processes as you progress for more effective, efficient results. (L, T, C, I, A)**
- 14. Work productively as an individual and as a team member to analyze and manipulate raw data, prepare mailable materials that respond to situations and**

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**identified criteria, and determine the appropriate media through which to communicate results. (L, T, C, I, A)**

**This syllabus developed by Patty Goff**

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