

## **BUSA-1310 OFFICE PROCEDURES 3 CREDITS**

### **SYLLABUS**

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#### **CATALOG DESCRIPTION**

Student will learn the importance of following the proper procedures for maintaining an efficient office required in today's technology advanced business environment. Through the use of a simulation, students will utilize the skills acquired through their training program and work experience to prepare documents and complete common business tasks.

Prerequisites: COSC 116 Spread Sheeting, and COSC 210 Word Processing

Semester Offered: Spring

#### ***COMMON STUDENT LEARNING OUTCOMES***

*Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...*

##### **BROAD AND SPECIALIZED LEARNING**

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

##### **CRITICAL THINKING**

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

##### **CULTURAL AND CIVIC ENGAGEMENT**

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

##### **EFFECTIVE COMMUNICATION**

Students will exchange ideas and information with clarity in multiple contexts.

##### **INFORMATION LITERACY**

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

##### **INTEGRATING TECHNOLOGIES**

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

#### **COURSE LEARNING OUTCOMES**

*Upon successful completion of the course, the student will be able to...*

1. Demonstrate an awareness of the processes, available technologies, and tools used for each project; modify the processes as they progress developing more effective, efficient results.

2. Select appropriate technology and software applications using existing data files, company guidelines, supervisor instructions, and information from other team members to prepare documentation and complete assigned tasks.
3. Organize, interpret and evaluate the results of your own work and share information as appropriate with other team members and other teams in the class.
4. Work productively to analyze and manipulate raw data, prepare mailable materials that respond to situations and identified criteria, and determine the appropriate media through which to communicate results.
5. Work individually and collaboratively as a team member within the course and within the office simulation.
6. Create and execute a professional presentation using PowerPoint (or alternate) presentation software.
7. Evaluate the advantages and disadvantages of working in offices of different sizes and types.
8. Develop a list of prospective employers and identify the sources of job opportunities in the Farmington area. Including advancement opportunities within this area.
9. Prepare a work portfolio with a multiple example of common office documents and completed projects including but not limited to: personal resume, letter of application, reference, transcript, and certificate of recognition.
10. Prepare for and complete an employment interview with administrators at San Juan College. And demonstrate use of all common interview related processes.