

**Course Title** **Office Technology I**

Revision 06-07

**Department** Business

**Course Length** One-Two Years

**Course Description:**

This course is designed to give the student the experience of working in a simulated office setting. Areas of training will include receptionist, filing, accounting clerk, legal secretary, and/or medical secretary. Each student will have the opportunity to use various office machines such as computers, electronic typewriters, calculators, and copying machines. Students will learn various software programs including but not limited to Microsoft Office and PageMaker. Students will learn how to use and operate various office machines including the binder, laminator, folding machine, scanner and copier.

Upon completion of the class, the student will have completed several of the following simulations. Not all students will complete all simulations.

**Course Outcomes/Standards:**

**Standard 1. Understand, practice and apply the fundamentals of filing.**

***Occupational Skills Standards:*** I, VII

***AK Performance:*** ***Reading:*** R.2, R.4 ***Math:*** ***Writing:***

***AK Content Standard:*** Technology

***AK Employability standards:*** A.4

***AK Cultural Standards:***

***All Aspects of Industry:*** Planning; Work Habits

- 1.1 Using a practice alphabetic card file, the student will apply the twelve basic alphabetic filing rules by filing cards containing names of individuals, businesses, and organizations.
- 1.2 Using a miniature alphabetic correspondence file and miniature correspondence, the student will file the correspondence alphabetically.
- 1.3 Using a miniature subject correspondence file and miniature correspondence, the student will file the correspondence by subject.
- 1.4 Using a practice numeric card file, the student will file cards containing account numbers in proper numeric sequence in both consecutive numeric and terminal-digit files.
- 1.5 Using a practice geographic card file, the student will file cards containing geographic data in proper geographic sequence.
- 1.6 Using card and correspondence files in which materials have been filed, the student will retrieve the materials from the files.
- 1.7 The student will identify the basic terms and parts of card and correspondence filing systems on objective tests.

- 1.8 Using files cards and miniature correspondence, the student will follow correct procedures in preparing records to be filed, including cross-referencing procedures.

**Standard 2. Understand, practice and apply techniques for using an electronic calculator.**

***Occupational Skills Standards:***

***AK Performance: Reading: Math: Writing:***

***AK Content Standard:*** Technology

***AK Employability standards:***

***AK Cultural Standards:***

***All Aspects of Industry:*** Planning; Work Habits; Technology Production Skills; Management

- 2.1 Develop speed and accuracy using the ten-key touch method
- 2.2 Solve business and personal mathematical problems using an electronic calculator
- 2.3 Develop ten-key touch method techniques with addition, subtraction, multiplication and division, decimals, fractions, percents, discounting, metrics, reconciliation's, expenditures, and budgets.

**Standard 3. Understand, practice and learn how to safely use and operate office equipment.**

***Occupational Skills Standards:)***

***AK Performance: Reading: Math: Writing:***

***AK Content Standard:*** Technology

***AK Employability standards:***

***AK Cultural Standards:***

***All Aspects of Industry:*** Planning; Work Habits; Technology Production Skills; Management; Community; Health, Safety & Environment

- 3.1 Students will have a working knowledge of various types of office equipment, including but not limited to copiers, printers, laminators, folding machines, thermal and spiral binding, and scanner.

**Standard 4. Understand and utilize office software such as Microsoft Office and Adobe's desktop publishing PageMaker.**

***Occupational Skills Standards:***

***AK Performance: Reading: R.2 Math: Writing: W.3, W.4***

***AK Content Standard:*** Technology; EA.1, 2, 4

***AK Employability standards:*** A.2

***AK Cultural Standards:***

***All Aspects of Industry:*** Planning; Work Habits; Technology Production

Skills; Management

- 4.1 Students will have the opportunity to use all available software that the school purchases for our use, including but not limited to Microsoft Word and PageMaker.

**Standard 5. Complete various office simulations.**

*Occupational Skills Standards:*

*AK Performance: Reading:* R2, R.4     *Math:*     *Writing:*

*AK Content Standard:* Technology

*AK Employability standards:*

*AK Cultural Standards:*

*All Aspects of Industry:* Planning; Work Habits; Technology Production Skills; Management; Community; Labor

- 5.1 Complete various word processing simulations using templates and/or applicable software. Simulation choices range from office receptionist to medical to legal secretarial simulations.

**Standard 6. Demonstrate the qualities of a good work ethic and a responsible employee.**

*Occupational Skills Standards:* DC.3

*AK Performance: Reading: Math: Writing:*

*AK Content Standard:* Technology; SKHLC.5

*AK Employability standards:* A.1

*AK Cultural Standards:*

*All Aspects of Industry:* Business Planning, Management; Community; Work Habits; Labor

- 6.1 Understand and use employee ethics by coming to class on time and utilizing class time to complete assignments.

**Standard 7. Identify a potential career of interest within the career cluster.**

*Occupational Skills Standards:* CD.2; CD.4

*AK Performance: Reading: Math: Writing:*

*AK Content Standard:* Technology

*AK Employability standards:* B.1, B.4

*AK Cultural Standards:* A.7

*All Aspects of Industry:* Technology Production; Labor

- 7.1 Review and evaluate possible careers and identify the necessary education and training requirements.

**Standard 8. Practice time management and organizational skills such as establishing checkpoint times and dates for project completion.**

**Occupational Skills Standards:** CD III G; MN IVA

**AK Performance: Reading: Math: Writing:**

**AK Content Standard:** Technology; LA.C.2; T.A.

**AK Employability standards:** A.1

**AK Cultural Standards:**

**All Aspects of Industry:** Business Planning; Management; Community Issues; Principals of Technology; Personal Work Habits; Technology Production Skills; Labor

- 8.1 Using the student planner, keep track of deadlines and establish checkpoint dates for jobs.

### **Instructional Materials:**

Fernandez, Payne & Webster. *The Legal Secretary, An Office Job Simulation*. Cincinnati: South-Western Publishing Co.

Stewart. *Gregg Quick Filing Practice*, 4<sup>th</sup> Ed., Glencoe/McGraw-Hill, 2000.

McIntosh, Harriett and Clyde W. Welter *Westchester Square, Inc.*, South-Western Publishing Co.

Butler, Tommie and Phyllis Smith. *The Receptionist, The New Orleans Times*. South-Western Publishing Co.

Lehman, Forde, and Lehman. *Pearson and Associates*. South-Western Publishing Co.

Ambrose, Ann Peele. *The Regal Crown Hotel*. South-Western Publishing Co.

Jones and Kane. *Proofreading & Editing Precision*. Southwestern Educational Publishing.

Popyk and Maddalena. *Humanagement, Inc.* South-Western Publishing Co.

Jones-Adair. *River Oaks Mall*. South-Western Publishing Co.

### **Technology Resources**

Computers and necessary software

Printer, Copier, Typewriters, Folding machine, Thermal binding machine, GBC binding machine, Laminator, Scanner, Digital Camera

AKCIS