

## **COURSE INFORMATION**

Course Number: **AOT 254**  
Course Title: **Office Simulation**  
Lec Hours/Week: **3**  
Lab Hours/Week: **0**  
Credit Hours: **3**

## **DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION**

## **COURSE DESCRIPTION**

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

## **MODULE 1 COURSE COMPETENCIES**

Given scenarios involving tasks to be performed in a business office, the student will earn a passing score of 70 percent based on the following enabling technologies:

1. Process original documents, drafts, forms, revised documents and stored documents/paragraphs to produce mailable copy using computer software applications.
2. Perform editing and/or text processing of special projects as directed by originators or the information services manager.
3. Plan, organize, review, and establish priorities for tasks to be completed.
4. Follow directions as given by originators on work requests, forms, and rough drafts.
5. Make decisions about formatting documents based on the company policy and procedures manual
6. Prepare a log of all documents processed and measure production.
7. Apply company specific terminology correctly.
8. Apply reference materials as needed.
9. Submit work on time to the information services manager for review.

## **MODULE 2 COURSE COMPETENCIES**

Given scenarios involving tasks to be performed in a business office, the student will earn a passing score of 70 percent based on the following enabling technologies:

1. Process original documents, drafts, forms, revised documents and stored documents/paragraphs to produce mailable copy using computer software applications.
2. Perform editing and/or text processing of special projects as directed by originators or the information services manager.
3. Plan, organize, review, and establish priorities for tasks to be completed.
4. Follow directions as given by originators on work requests, forms, and rough drafts.
5. Make decisions about formatting documents based on the company policy and procedures manual
6. Prepare a log of all documents processed and measure production.
7. Apply company specific terminology correctly.
8. Apply reference materials as needed.
9. Submit work on time to the information services manager for review.
10. Work collaboratively and produce finished documents as a part of a team.

## **MINIMUM STANDARDS**

The student will complete work for five clients. Seven to ten jobs will be completed for each client. Jobs will be evaluated based on mailability standards as explained in the evaluation section.

## COURSE REQUIREMENTS

### Attendance

The attendance policy as stated in the *York Technical College Catalog and Handbook* will be enforced. Attendance is required on test days unless the student has a doctor's excuse, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

### Student Conduct

Students are responsible for adhering to all student conduct policies as outlined in the college catalog.

## EVALUATION STRATEGIES/GRADING

The student will complete jobs for five clients. The student will be awarded a grade for each client. The best four of five grades will be used in determining the course grade.

Although all jobs will be reviewed for format, five jobs will be graded for each client. Points earned on jobs will be determined by the following procedure: Students can earn a maximum of five points for each job according to the scale shown below. Some jobs that require extensive design, layout, or other functions may count as two jobs. If so, this will be noted on the list of required jobs. The following grading plan will be used in this course.

- 5 points – Job is complete and accurate. Creativity was used to make the document functional and attractive.
- 4 points – Job is complete, but there are *minor* adjustments or errors that can be easily corrected.
- 3 points – Job is complete, but there are *major* adjustments or errors that can be easily corrected.
- 2 points – Job is incomplete with minor components missing, but a majority of completed work is accurate.
- 1 point – Job is incomplete with major components missing or a majority of the completed work is inaccurate and/or requiring adjustments.
- 0 points – Job is omitted or skipped, is evaluated as unacceptable, or does not meet one of the criteria indicated above.

The jobs for Clients 4 and 5 will be completed by teams. Students will be assigned to a team of two to four students. The team grade will be assigned to each student within each team.

### Grading Scale

The student's final grade will be determined by the number of points accumulated.

Module 1—Client 1*	25 Points
Module 1—Client 2*	25 Points
Module 1--Client 3*	25 Points
Module 2—Client 4*+	25 Points
Module 2--Client 5*+	25 Points
Total	100 Points

\*Best four of five clients used in compiling student grade.

+Completed and graded as a team project.

Course grading scale is below:

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = 60 or below

**ENTRY-LEVEL SKILLS**—None

**PREREQUISITES**—Minimum Grade of “C” on AOT 167, AOT 267, and AOT 134.

**CO-REQUISITES**--None

EFFECTIVE:FA2006