

**OFFICE SYSTEMS MANAGEMENT
COURSE OUTLINE**

TEACHER: Mrs. Ekwall

Planning Period: 3 – A day
4 – B day

Phone No.: 410 674-7710
Ext. 560

COURSE GOALS/OBJECTIVES

1. The student will plan, monitor, and evaluate his/her own learning experiences.
2. The student will think creatively, critically, and strategically to achieve goals, make effective decisions, and solve problems.
3. The student will plan, participate in, monitor, and evaluate communication experiences in a variety of situations.
4. The student will understand, apply and evaluate technologies as labor enhancing and problem solving tools.
5. The student will work effectively with others and participate responsibly in a variety of situations.

TEXT: *The Office, Procedures and Technology* Southwestern 2003
 Learning Microsoft Office 2000 DDC Publishing, 1999
 Learning English Skills Through Word Processing DDC Publishing, 1999
 High School Financial Planning National Endowment for Financial Education

Required Core Mods

- | | | |
|------|------------------------------|---------|
| I. | Time Management | 5 days |
| II. | Tasks and Records Management | 5 days |
| III. | Career Goals | 2 days |
| IV. | Word Processing | 12 days |
| V. | Financial Planning | 10 days |
| VI. | Communications | 3 days |
| VII. | Employment | 5 days |

Learning Modules – 20%

MODS	RATING
9 – 10	A
8	B
7	C
Unacceptable Performance Required	

Application Modules – 20%

MODS	RATING
9 – 10	A
8	B
7	C
Unacceptable Performance Required	

Testing Modules – 20%

Written tests or production tests will be given at the discretion of the director. Written tests will be given after completing assigned practice problems. It will be necessary for you to produce a usable quality thus you must proofread well and correct errors and mistakes. Testing Modules must receive at least 86% in order to be acceptable. Tests that receive a non-passing grade must be retaken until they are passed.

PROFESSIONAL DEVELOPMENT – 10%

It is important today to have managerial skills. Time will be spent almost every day using and developing practice skills such as research, organizational practices, and time management. This is one of the most important parts of the model office. You must earn points EACH grading period in Professional Development. The Professional Development Program is one of the major areas that we emphasize. Classroom units in this area include communication skills and management training. Ratings earned on completed assignments and test/quizzes are rated using the following:

POINTS	RATING
10	A
9	B
8	C
Additional Management Training Required	

HOMEWORK – 10%

Homework will be assigned at least twice a week and will relate to the curriculum.

ACADEMIC HONESTY POLICY:

Each student is expected to adhere to the guidelines of the Meade High School Academic Honesty Policy.

MATERIALS NEEDED:

1. Hard covered textbook with (5) dividers and notebook paper
2. Black or blue ink pen
3. Lab Fee \$1.00