

Office Practices

BUSH 038 055

Credits: 0.5 units / 5 hours

Course Description

This course is designed to help students develop skills in major office functions that will be important in their future careers as either employees or business owners. Students will acquire skills they need to adapt to new office procedures and technologies while becoming aware of their interests, strengths, and weaknesses related to the demands of an office environment. Topics covered include written and oral communications, information and records management, time and workstation management, processing financial information, and professional development and career management.

Course Objectives

When you have completed the materials in this course, you should be able to:

1. Identify and demonstrate skills necessary to be a successful in an office environment, including information management, technology and communication.
2. Develop an awareness of how to learn and adapt as new technologies, processes and procedures are introduced into a business organization.
3. Develop a comprehensive view of time management and productivity.
4. Strengthen basic skills involving math, language, decision making, critical thinking, and teamwork.
5. Develop understanding of basic qualities and attitudes that are critical to a successful work environment.
6. Describe and illustrate common practices in the management of business offices.

Course Outline

Unit 1: Today's Office Environment

Lesson 1: The Office Environment

Lesson 2: Office Competencies

Lesson 3: Managing Information to Enhance Productivity

Unit 1 Evaluation

Project 1

Unit 2: Effective Communication

Lesson 4: Communicating in Written Form

Lesson 5: Communicating Orally

Lesson 6: Telephone Communications

Unit 2 Evaluation

Project 2

Progress Test 1

Unit 3: Financial Information

Lesson 7: Banking and Payroll
Lesson 8: Financial Reports & Procedures
Unit 3 Evaluation

Unit 4: Managing Your Work

Lesson 9: Time and Workstation Management
Lesson 10: Meetings and Travel
Lesson 11: Records Management
Lesson 12: Processing Mail
Unit 4 Evaluation

Unit 5: Planning Your Career

Lesson 13: Planning and Advancing Your Career
Lesson 14: Ongoing Professional Development
Unit 5 Evaluation
Project 3
Progress Test 2

Required Textbook and Materials

(available through Follett virtual bookstore at <http://highschool.nebraska.bkstr.com>)

Textbook: *The Office: Procedures and Technology* (ISBN: 9781111574352)