**GROSSMONT COLLEGE**

**COURSE OUTLINE OF RECORD**

Curriculum Committee Approval: 04/20/2021

GCCCD Governing Board Approval: 05/18/2021

**BUSINESS OFFICE TECHNOLOGY 086 - ESSENTIAL SKILLS FOR WORKPLACE SUCCESS**

1. **Course Number Course Title Semester Units**

BOT 086 Essential Skills for Workplace Success 4

**Semester Hours**

4 hours lecture 64-72 hours 128-144 outside of class hours 192-216 total hours

2. **Course Prerequisites**

None

**Corequisite**

None

**Recommended Preparation**

None

3. **Catalog Description**

A class designed for office occupation students, providing essential skills and techniques necessary for success in college and in the world of work. The course includes basic computer skills as well as basic literacy and arithmetic refresher skills using business office occupations curriculum as the subject matter and basic English and grammar usage. Special emphasis will be placed on conflicting role demands of student, parent and employee in order to provide students with basic life management skills. The course is offered on a Pass/No Pass basis only. Nondegree credit course.

4. **Course Objectives**

The student will:

1. Perform basic mathematic calculations: addition, subtraction, multiplication, division, fractions, percents (with and without the calculator.)
2. Identify input, output and storage devices in a computer system.
3. Use a mouse or similar device efficiently.
4. Identify and use file storage
5. Identify common types of software and their purposes.
6. Use the Internet for common tasks
7. Identify the basic features of the Windows operating system.
8. Evaluate techniques for managing time effectively.
9. Develop listening and note taking strategies for lectures and videos.
10. Demonstrate outline methods.
11. Develop strategies for determining essential points; highlighting notes.
12. Demonstrate techniques for taking quiz/test/exam.
13. Recall familiarity with college learning resources.
14. Demonstrate the ability to utilize the college catalog, class schedule, and student handbook.
15. Recognize and recall various college services.
16. Understand and apply the college vocabulary.
17. Develop strategies for gaining family/friends support and understanding of their goals.
18. Develop techniques for managing role conflict: student, parent, spouse, and employee.
19. Demonstrate the ability to write a grammatically-correct sentence.
20. Identify the various parts of speech: noun, verb, adverb, and adjective.
21. Compose a well-written paragraph.

5. **Instructional Facilities**

Standard Classroom

6. **Special Materials Required of Student**

File storage device or location

7. **Course Content**

a. Basic Arithmetic Skills

1) Addition, subtraction, multiplication, and division with and without calculator.

2) Fractions and percents.

3) Basic mathematic skills: calculate discounts, simple payroll, petty cash, and invoices.

b. Computer Basics

1) Computer file management techniques: folder creation, file names, file retention.

2) Learning management system such as Canvas and its features.

3) Computer applications such as Microsoft Office .

c. Study Techniques

1) Effective time management.

2) Textbooks analysis.

3) Note taking strategies for lectures and films.

4) Outlining.

5) Quiz/test/exam strategies.

6) College learning resources.

d. College Survival Skills

1) College environment.

2) College catalog, class schedule and student handbook.

3) College services.

4) College vocabulary.

5) Goals.

6) Conflict management: student, parent, spouse, employee.

e. Basic English and Grammar Usage:

1) Grammar skills: business written and spoken responses.

2) Journals

3) Spelling and related vocabulary.

8. **Method of Instruction**

a. Lecture/discussion/role play

b. Group projects.

c. Individual session with instructor or project counselor.

9. **Methods of Evaluating Student Performance**

a. Essay and objective quizzes, tests and exams including a final exam.

b. Homework assignments such as watching tutorial videos, answering questions about content, and demonstrating use of features.

c. Group projects and participation such as solving mathematical word problems in a group activity.

10. **Outside Class Assignments**

a. Readings in texts.

b. Time-management journal.

c. Workbook exercises and assignments.

11. **Representative Texts**

a. Representative Texts:

1) Prindle, Anthony and Katie, *Barron’s Math the Easy Wa*y, Easy Way Series, 2019

2) "Getting Started" section at beginning of Paradigm Office 365 textbook. 3/9/2020-

3) Wilson, Paige. *The Least You Should Know About English* (13th ed.), Thomson Publishers, Boston, MA, 2017.

4) Grossmont College Lifeskills booklet, El Cajon, CA, 2020.

b. Supplementary texts and workbooks:

None

**Addendum: Student Learning Outcom**es

Upon completion of this course, our students will be able to do the following:

1. Demonstrate the knowledge of communicating ideas (written) of a business presentation.
2. Describe the process of reducing a fraction to lowest terms.
3. List steps in the test-taking/study skills process.
4. Learn the basic computer operation.