

SYLLABUS  
PART I  
EDISON COMMUNITY COLLEGE  
OSA 232S OFFICE PROCEDURES II  
3 CREDIT HOURS

**COURSE DESCRIPTION**

Machine transcription and office technology. Includes development of terminology and procedures in student's chosen area of study: medical, word processing or administrative. Simulation in selected area of study is also included. Optional five-week internship provides on-the-job training and experience through placement in an office position. Prerequisite: OSA 112S and OSA 230S or OSA 231S. Lab fee.

**COURSE GOALS**

The student will

Bloom's Level		Program Outcomes
3	1. Demonstrate proficiency in the use and operation of transcribing machines.	1, 2, 3, 9
3	2. Utilize office technology, including copiers, fax machines, and desktop publishing.	1, 3, 9
4	3. Manage time to the best advantage.	4
3	4. Prepare materials for rapid production in the office.	1, 3, 4, 9
3	5. Apply principles of grammar, punctuation, proofreading, and spelling in the completion of transcription assignments.	2
3	6. Demonstrate Competency in specialized area of Administrative Assistant and Medical Office training through the use of a simulation package or through the experience of a 5-week internship.	9, 10
5	7. Summarize through research and report on specialized career area, its job outlook, requirements, salary, and advancement expectations.	2, 5, 8, 10

**CORE VALUES**

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce those Core Values whenever appropriate.

**TOPIC OUTLINE**

1. Completion of required transcription tape projects.
2. Introduction to and use of office equipment and software.
3. Secretarial simulation or internship in the student's chosen area of specialization.
4. Preparation of job application portfolio.
5. Career report project covering area of specialization.