

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

**COURSE DESCRIPTION**

Machine transcription and office technology. Key concepts and procedures are developed in student's chosen area of study: medical or administrative. Simulation in selected area of study or five-week internship provides on-the-job training and experience. Prerequisite: OHA 112S and OHA 230S (medical students); or OHA 112S and OHA 231S (administrative assistant students). Lab fee.

**COURSE GOALS**

The student will:

Bloom's Level		Program Outcomes
3	1. Demonstrate proficiency in the use and operation of transcribing machines and transcription software.	1, 2, 3, 9
3	2. Use office technology, including scanners, fax machines, and desktop publishing.	1, 3, 9
3	3. Use time management tools.	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 or medical office training.	9, 10
3	7. Research and report on job outlook, requirements, salary, and advancement expectations in chosen career area.	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 projects
2. Introduction to and use of office equipment and software
3. Administrative/medical 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