

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

_____ Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 50 CAP Review I

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS:

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE: Designed to help prepare students for the four-part Certified Administrative Professional (CAP) Exam with emphasis in the areas of economics, accounting, and office administration/communication. Students should either have several years of working office experience or have completed an administrative assistant certificate program. *Offered in the fall semester only.*

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. Possess an understanding of the concepts in each of the areas of economics, accounting, and office administration/communication;
2. Demonstrate proficiency in passing mock CAP examinations with a minimum grade of 72% on each part;
3. Possess an understanding of the professional status of an administrative professional that includes, but is not limited to, the recognition of an accepted body of knowledge and maintenance of professional standards.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- A. Economics
1. Basic concepts of economics
 2. National income and its determinants

3. Money and banking
 4. Business involvement in current social and economic programs
 5. International trade
- B. Accounting
1. Principles and procedures of accounting
 2. Balance sheet accounts
 3. Income statement accounts
 4. Analysis, Interpretation and Cash Flow Statement
 5. Managerial accounting
- C. Office Administration and Communication
1. Office administration
 - a. executive travel
 - b. records management principles
 - c. reference materials
 - d. conferences and meetings
 - e. reprographics management principles
 - f. information distribution
 - g. document production
 - h. general office procedures
 2. Business communications
 - a. written communications
 - b. oral communications

REQUIRED READING:

Students use the CAP Examination Review Series, specifically:

Schroeder, Betty L., et al. Finance and Business Law. 4th Edition. Upper Saddle River: Prentice Hall, 2000. Chapters 1-19.

Schroeder, Betty L., and Diane Routhier-Graf. Office Systems and Administration. 4th Edition. Prentice Hall, 2000. Chapters 8-20.

SUGGESTED READING: Current books and periodicals in the fields of accounting, economics, and office administration/communication.

REQUIRED WRITING: Students will be responding to mock CAP multiple-choice test questions in preparation for the exam.

OUTSIDE ASSIGNMENTS: Students will be studying assigned text chapters and practicing sample exam questions.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory

lecture-laboratory combination
 directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Quizzes/Tests 75%
Final Examination 25%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Judy Dolan, x2875.

SIGNATURES ON FILE
