

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
~~CREDIT COURSE NOT APPLICABLE TO THE A.A. DEGREE~~

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

COURSE NUMBER AND TITLE: OIS 51 CAP Review II

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language 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 office technology, business law, management, and organizational planning. Students should either have several years of working office experience or have completed an Administrative Assistant Certificate program. *Offered in the Spring semester only.*

SPECIFIC COURSE OBJECTIVES: Successful students will:

1. possess an understanding of the concepts in each of the areas of office technology, business law, management, and organizational planning;
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. Office Technology
 1. Information processing
 2. Ergonomics
 3. Communication technology
 4. Records management technology

5. Reprographics technology
 6. Software and hardware integration
- B. Business Law
1. Contracts
 2. Negotiable instruments
 3. Agency
 4. Regulation of business and employment
 5. Property
- C. Management
1. Behavioral Science in Business
 2. Human Resources Management
 3. Organization and Management
- D. Organizational Planning
1. Team Skills
 2. Strategic Planning
 3. Advanced Administration

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 office technology, business law, management, and organizational planning as deemed appropriate by the instructor(s).

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 X 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.

SIGNATURE ON FILE