

**Argenta-Oreana High School
Office Procedures
Textbook: The Office: Procedures and Technology
South-Western 1998**

Date Semester	IL Learning Standards	Unit and/or Essential Question Content and/or Skills	Assessments and/or Products
January		Chapter 1 The office in a Changing Business World	<ul style="list-style-type: none"> a. the students will create an organizational chart with information given b. they will also fix an agenda for a meeting with the information provided
Mid January		Chapter 2 Office Competencies	<ul style="list-style-type: none"> a. students will prepare a checklist for evaluation team projects b. They will also have to come up with their own expectations of employers for interviewees.
March	Lang Arts 4.A.5a 4.B.4a	Chapter 3 Communicating in the Office	<ul style="list-style-type: none"> a. The students will have to prepare and present a speech to the rest of the class on a variety of different subjects. b. Then the students

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			will have a listening assignment while the other students are giving their presentations.
End of March Early April	Lang Arts 3.B.4a	Chapter 4 Communicating in written Form Content: <ul style="list-style-type: none"> • Business Letter • Memos 	<ul style="list-style-type: none"> a. The students will complete a business letter for their evaluation. b. The students will also have to come up with a memo to attach to the front of their business letter. c. The students will also be given a chapter test that will include True/False, Multiple choice, and short answer questions.
Mid to End of April	Lang Arts 4.A.5a 4.B.4a	Chapter 5 Communicating via Presentations Content: <ul style="list-style-type: none"> • Individual presentation 	<ul style="list-style-type: none"> a. The students will first come up with an individual presentation in which they will

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		<ul style="list-style-type: none"> • Group Presentation 	<p>present and then evaluate themselves.</p> <p>b. Then the students will come up with a group presentation in which they will work with a group of 4 and learn cooperation skills.</p>
Beginning to Middle of May		Chapter 9.2 Travel	The students will be assessed by completing a travel project in which they must find appropriate travel information, complete an itinerary and they present their information to the class in a PowerPoint presentation which will simulate the students giving this presentation to their employers in the future.
Mid May	Lang. Arts 3.C.5b	Chapter 15.1 Job Search <ul style="list-style-type: none"> a. Looking for a job b. Preparing a letter of application c. Preparing a resume 	<ul style="list-style-type: none"> a. The students will have to research a job that they want to apply for. They will put themselves

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		<p>d. Interviews e. Follow-up letters</p>	<p>4-8 years in the future after they have finished their education and are ready to start searching for a permanent job. They will have to find a job in the area to apply for. Then they will come up with a letter or application, resume, interview questions and responses, and a sample follow-up letter.</p> <p>b. The students will also be given a chapter test that will include True/False, Multiple choice, and short answer questions.</p>
End of May		Telephone Procedures	<p>a. The students will do various activities using a workbook</p>

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			<p>on correct telephone procedures.</p> <p>b. The students will have to make phone calls to various businesses to answer questions.</p> <p>c. They will also have a telephone simulation that they must complete in front of the class.</p>