

**Pecos High School
Administrative Procedures
Syllabus**

Student Expectations: Students will learn/discuss/apply responsibilities for participating in a cooperative education program.
Students will responsibly apply the skills/abilities necessary to be a productive employee in the business world.

Week of August 27: Discuss/initial listing of responsibilities for participating in cooperative education. Begin review of word processing skills. Learn appropriate communication skills utilizing proper telephone techniques. Students research internet and textbook to compile a PowerPoint presentation on telephone techniques.

Student Expectations: Continue communication and word processing.

Week of September 3: Students view presentations and critique each one. Students can learn from each other and be a good example of using those techniques. Continue word processing review.

Student Expectations: Complete required forms for participating in administrative procedures. Students will provide personal information and gather work information to be included in these forms.
Begin practice set for filing.

Week of September 10: Students will be asked to take forms home for parent signature and return to the classroom.

Student Expectations: Continue filing practice sets.

Week of September 17: Students complete exercises to learn each specific filing rule, then apply those rules to several different filing situations.
Check in class.
Remediate where students appear to have difficulties in applying those rules.

Student Expectations: Continue filing practice sets.

Week of September 24: Students complete exercises to learn each specific filing rule, then apply those rules to several different filing situations.
Check in class.
Remediate where students appear to have difficulties in applying those rules.
Student evaluations given to employer this week.

Student Expectations: Review for six weeks exam and complete exam. Employer evaluations gathered to add to student overall grade for course.

Week of October 1: Employer visits completed to determine how students are handling their job responsibilities.