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| EVSU Logo | **EASTERN VISAYAS STATE UNIVERSITY**  Tacloban City | | |
| Title of Form: **Course Syllabus** | Control No. | EVSU-ACA-F-005 |
| Revision No. | 02 |
| Date | January 30, 2021 |

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| **VISION** | **Institutional Outcomes** | **Institutional Graduate Attributes (IGA)** | **Program Educational Objectives** | **Program Outcomes** |
| A Leading State University in Technological and Professional Education | Demonstrate personal and collective adherence to high standards and distinctive achievement.  Instill the value for lifelong learning among graduates who are guided with highest practice of ethics, principles and moral standards.  Show commitment and motivation to exist with relevance and significance in providing assistance to clientele.  Create an environment which respect each other’s worth, beliefs and talents towards a synergistic goal. | 1. **E**xcellent in one’s field of specialization thereby demonstrating a personal and collective adherence to high standards in all areas.  2. **V**isionary leaders guided with the highest practice of ethical and moral standards.  3. **S**erving individuals towards a committed citizenry, driven by relevant cause for the common good.  4. **U**nifying agent founded on truth and respect of human worth amidst diversity of beliefs and talents. | 1. To train and develop students in accordance with quality academic standards. 2. To operationalize and enhance faculty development program. 3. To build strong linkages with the community where expertise id freely shared. 4. To establish and sustain income-generating projects for the college. 5. To encourage the production of scholarly instructional materials as a source of stable financial resources. | 1. Use of appropriate office machines and equipment necessary on note taking especially meeting, conferences, court hearings and other related activities. 2. Develop and design templates for an effective filing system and office management system. 3. Use and integrate computer applications and tools to critically and creatively solve complex problems and drive results for an effective and efficient office management system. 4. Design a system, product, operation, procedure, according to the analysis and interpretation of data as a result of experiment conducted in a particular project or study. 5. Provide general administrative and clerical support to high-level executives in a well-planned procedure that will take the organization to an entirely different level of effectiveness. 6. Exhibit a high level of human relations skills in a diverse environment and demonstrate good team-work and management skills through effective communication. 7. Practice professional and ethical responsibility in performing tasks. 8. Solve complex solutions related to office management such as but not limited to the design of a system, operation, methods and other relevant initiatives considering the impact on global, economic, environmental and societal context. 9. Work effectively and independently in multi-disciplinary and multi-cultural teams in conducting research in office administration during on-the-job training. 10. Use knowledge of contemporary issues in the delivery of services in the areas of but not limited to TQM, public and customer relations, risk management, personnel management, safety and social responsibility. 11. Demonstrate tolerance as a member and leader in a team with acceptable human relation skills to manage projects in a diverse environment. |
| **MISSION** |
| Develop a Strong Technologically and Professionally Competent Productive Human Resource Imbued with Positive Values Needed to Propel Sustainable Development |
| **CORE VALUES** |
| **E** – Excellence  **V** – Value-Laden  **S** – Service-Driven  **U** – Unity in Diversity |

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| **Course Information** | | |
| Course Code | OMC 263 | **Course Description**  The Bachelor of Science in Office Administration, 2nd-year students taking up the course, OM 263 (Office Administration Internship), which aims to provide students with the opportunities to gain supervised office experience inside the campus prior to their deployment for on-the-job training in offices outside EVSU Campus on their 4th year. This will require them to complete 200 hours of work in an office within a semester. |
| Course Title | Office Administration Internship (200 hours) |
| Credit Units | 3 units |
| Lec/Lab Hours | 2 hours lecture and 3 hours lab. |
| Class Schedule | TTh 5:30-7:30 / 5:30-8:30 (2C)  WF 5:30-7:30 / 5:30-8:30 (2D) |
| Prerequisite(s) | OMC 213 |
| Co-Requisite(s) | None |

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|  | | **COURSE CONTENT** | | | | |
| Week No. | Course/  Learning Outcomes | Topics | Resources and References | Teaching-Learning Activities | Assessment | Learning Evidence |
| 1-2 | At the end of the unit, the student can manifest CORE Values in contextualized settings. | 1. Orientation  1.1. University VGMO  1.2. School Policies  1.3. College and  Department  Objectives  1.4. Program Outcomes  1.5. Classroom Policies  1.6 Health Protocols  1.7 Flexible Learning Modality | 2017 Revised EVSU Code    EVSU Student Manual  Related DOH Policies  CHED Memorandum Order on Flexible Learning Modality (FLM)  Google Meet and Jamboard | Webinar on EVSU Policies and Course Requirements Online TrainingWorkshop on the Use of Google Classroom and Jamboard  Orientation and e- lecture/discussion, brainstorming | Posting comments on discussion board in Google Classroom | Reflection Paper 1 |
| 3 | Substantiate on RA 7787  Apply the principles of SWE in the workplace  Demonstrate Life skills in contextualized settings | I. Anti-sexual Harassment Seminar and Work Ethics   1. RA 7787 2. Work Ethics 3. Strong Work Ethics (SWE and Weak Work Ethics (WWE 4. Teamwork and Job Performance 5. Life Skills: Soft Skills and Hard Skills | <https://www.ombudsman.gov.ph/GAD/Laws%20and%20Mandates/>  republic\_act\_7877.pdf  <https://youtu.be/b6FUa9fR2vI>  https://youtu.be/Yyq4sFgIkOw | Webinar on Anti-sexual Harassment and Work Ethics | Posting comments on discussion board in Google Classroom | Webinar recordings  Reflection Paper 2 |
| 6-8 | Substantiate on the requirements for Internship  Submit on time requirements prior to internship  Create/Design real tasks as assigned | II. Requirements for On-the-Job-Training   1. Requirements for the Industry/THE 2. Implementing Guidelines for Student Interns in the SIPP   C. Requirements for the School  Duties and Responsibilities of the Student Interns/Trainees  E. Duties and Responsibilities of HTE/ Cooperating Teacher during the C19 Pandemic  F. Duties and Responsibilities of the SIPP Coordinator**.**  G. Current Memorandum Orders on Internship | OJT Manual  <https://ched.gov.ph/>. (CMO 104, S 2017) | Webinar on the Guidelines for Student Internship Program in the Philippines | Posting comments on discussion board in Google Classroom | Webinar recordings  Reflection Paper |
| 9-18 | Apply knowledge gained in the classroom to the real-world office environment  Develop and demonstrate appropriate workplace behavior in an office set-up.  Build proficiency professional skills applicable to the real-world industry like communication skills (verbal, written and non-verbal | 1. Observing office environment  2. knowing and Understanding Self  3. Testing communication skills  4. Dealing with difficult people and managing conflict  5. Organizing meetings and events |  | Student-practicums’ will prepare office-related paper works and other tasks relevant to the development of competencies/BSOA training with the supervision of the subject instructor.  **TASK PROMPT**  1. Students shall visit four (4) different offices. Two (2) from the government sector and the remaining two (2) from the private agency. They will observe the nature/flow of work in the respective organization as well as some employees in the organization as regards to their appearance, behavior/attitude that they possess in dealing with the clients, and communication skill.  2. Look for job vacancies related to the field of specialization and prepare a resume and application letter.  Make a video recording of self-introduction  3. Prepare different business correspondence (cover letter, letter of invitation, complaint letter, order letter, and letter of resignation)  4. Group activity that will simulate a scenario on how to deal with difficult people and how to manage conflicts.  5. Prepare meeting plan, memorandum of meeting, and minutes of the meeting.  6. Write a reflective journal in every activity and file all the documents that they have prepared.  7.Students shall submit requirements within the given schedule as determined by the SIPP Coordinator in coordination with their subject instructor. | Task-Performance based  Posting comments on discussion board in Google Classroom | Recorded video of output  Compilation of letters  Reflection Paper |

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| **Grading System** | **Classroom Policies** |
| Reflective Journal 50%  Output of Tasks 50%    INC if there is missing any of the course requirements listed. Given 1 semester to comply the INC. | 1. Be respectful. Don’t talk when it is not your turn. Switch off mic while listening to the lecture. Use the chat box when raising a point or question during the lecture series/class discussion.  2. Think before you click. Be aware of strong language, all caps and exclamation points. Read everything out loud before you send it.  3.The students need to engage in an appropriate online behavior and communicate only with the teachers regarding their school assignments, course lessons. Avoid posting or sharing negative and offensive comments, posts, messages, photos, and inappropriate material.  4. Active participation in all class activities is encouraged.  5. Students are expected to submit all the requirements for the subject. Students may submit via email, messenger, FB Page or via the EVSU-LGU academic kiosk or link.  6. Projects, assessments, culminating activities, etc. must be submitted as scheduled. For valid reasons, grace period shall be given.  7.If possible, all students must be members of the class Facebook Group. For purposes of transparency and proper identification, students must register using their real names and profile pictures. The use of **fake names/photos** in the student’s Facebook account is **strongly discouraged**.  8.In compliance with Republic Act No. 10627 otherwise known as the “Anti-bullying Act of 2013, students are enjoined to constantly **refrain** from making **annoying**, **cruel**, and **discriminating** remarks on anyone while engaging in any class activity. |

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| **Effectivity and Revision Information** | | | |
| Effectivity Date:  October 05, 2020 | Revision Date:  January 13, 2022 | Revision Number:  3 | Notes on Revision:  Your notes on revision will be written here. |

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| Prepared by:  **MELODY M. GARIANDO, MPRM**  Subject Instructor  Noted by:  **MELANE A. AGUILAR, DM**  Head, Office Administration Department  Recommending Approval:  **ROSE ANNA L. REFUERZO, DM**  Dean, COBE  Approved:  **LYDIA M. MORANTE, DA**  Vice-President for Academic Affairs |  |