

**Supervised Office Experience (SOE)**

Business

Grade 12, Duration 1 Semester

**Rationale**

The ability to work with others is a vital skill for everyone. The SOE program provides a supervised work experience at school. The student receives academic credit and practical on-the-job training as they are concurrently enrolled in a business class.

**Scope and Sequence****Timeframe****Unit****Instructional Topics****Course Description**

Supervised Office Experience (SOE) is designed for the student interested in working with others in an employer-employee situation in the school office and/or for teachers, counselors, or library staff. The student is trained and supervised while working at an assigned station. They must be concurrently enrolled in another business class. An application must be made and approval must be given before enrollment can be completed.

**Prerequisites**

Prerequisite: GPA of 3.0 or better

Open to: 12

Credit: No Credit

**Course Objectives**

1. The student worker will demonstrate proper oral and written communication skills with 80% accuracy. Locally assessed. (2.2, 2.3, CA1, CA4)

2. The student worker will demonstrate acceptable interpersonal skills and business etiquette when interacting with co-workers and supervisors with 80% accuracy. Locally assessed. (1.5, 1.10, 2.5, CA5)

3. The student worker will use personal responsibility and business management skills as they relate to the job with 80% accuracy. Locally assessed.(1.4, 1.8, 1.10, CA7, MA1)

BOE 11-6-14

**Course Details****Learning Targets****Standards Covered****Primary Standards Targeted**