**I. COURSE TITLE**: Research Project

**COURSE NUMBER:** 2299 **CATALOG PREFIX:** OFIT

**II. PREREQUISITES:** 2nd year standing

**III. CREDIT HOURS:** 1.0 to 5.0  **LECTURE HOURS**: 0

**LABORATORY HOURS:** 0 **OBSERVATION HOURS:** 0

**IV. COURSE DESCRIPTION**:

Independent study in the area office administration technology and office administration in a formal report, research paper, project, or a combination of these. Selection of the area of study or project is made in consultation and approval of the instructor.

**V. ADOPTED TEXT**:

No textbook is required.

**VI. COURSE OBJECTIVES:**

Give students research experience in their occupational field and gain knowledge in their selected field.

At the completion of this course the student will:

1. Research an over‑all occupational field.

2. Identify a selected company, and understand a particular chosen position

in that company.

The information that is obtained from this project will then be presented a

particular form, and placed in a hardback, loose-leaf notebook for evaluation. An outline must be followed in the preparation of this manual.

**VII. COURSE METHODOLOGY:**

The information that is obtained from this project will then be presented in a particular form, and placed in a folder/notebook for evaluation. An outline, table of contents, and index must be followed in the preparation of this manual.

**VIII. GRADING**:

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 0-59

The manual will be evaluated on the following guidelines:

1. Typed in left‑bound manuscript form on one side only.

2. In the section, DESCRIBING THE OCCUPATIONAL FIELD, at least six

References should be used in doing the research.

3. All pages numbered except title page; however, the title page is included in the count of pages.

4. Consist of no more than 75 pages.

5. Margins are to be justified.

6. Each section is to have its dividing page.

7. All errors are to be corrected neatly.

8. There should be no more than 6 pages of forms.

9. There should be no grammatical errors, errors in punctuation, or misspelled words.

10. The finished manual should be placed in a hardback, loose‑leaf notebook for presentation.

**IX. COURSE OUTLINE**:

Dependent on research project designations and expectations.

**X. OTHER REQUIRED BOOKS, SOFTWARE, AND MATERIALS:**

Use of at least six reference books from reliable research designations for the section, DESCRIBING THE OCCUPATIONAL FIELD; typing paper; forms from the company being researched;correction materials; hardback, loose‑leaf notebook.

**XI. EVALUATION**:

The manual will be evaluated on the following guidelines:

1. Typed in left‑bound manuscript form on one side only.

2. In the section, DESCRIBING THE OCCUPATIONAL FIELD, at least six

References should be used in doing the research.

3. All pages numbered except title page; however, the title page is included in

the count of pages.

4. Consist of no more than 75 pages.

5. Margins are to be justified.

6. Each section is to have its dividing page.

7. All errors are to be corrected neatly.

8. There should be no more than 6 pages of forms.

9. There should be no grammatical errors, errors in punctuation, or misspelled words.

10. The finished manual should be placed in a hardback, loose‑leaf notebook for presentation.

**XII. SPECIFIC MANAGEMENT REQUIREMENTS**:

**At the discretion of the instructor**

**XIII. Other Information**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.