



UNIVERSITY OF PUERTO RICO AT CAYEY
TECHNOLOGY AND OFFICE ADMINISTRATION PROGRAM
PROGRAM CURRICULUM SAFE COURSES & SERVICE LEARNING PROJECTS

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YEAR 1— 2004

During Year 1 with the collaboration of Service Learning Director and Program Coordinator, our Faculty received an orientation of Service Learning initiatives. Also, we received information about how to implement the Service Learning Initiatives in our Technology and Office Administration Program from Ms. Lyvier Conss, Executive Director, and from Dr. Elizabeth Larson-Executive Editor, in a meeting-seminar they offered during this Year 1 of the project.

Prof. Humberto Malavé, Project Director; and Dr. Elizabeth Miranda, Faculty and Students Liaison; met with the Technology and Office Administration Program to decide which courses of the Associate Degree Program should be impacted by the Service Learning Initiatives. In addition, Prof. Malavé and Dr. Miranda met with all of the students of our Program to introduce them briefly the concept and the project, and to share and exchange with them all of our ideas.

Prof. Malavé and Dr. Miranda had several meetings with other Faculty members (from other academic departments) to give them an orientation about Service Learning Projects. Prof. Malavé also met with community non-profit organizations to determine their needs and to identify which organizations really needed our services.

During this First Year of the project, all of us decided that six of the courses of our Technology and Office Administration Program Associate Degree program would be impacted by Service Learning initiatives and projects. The courses are as follow:

- TAOF 3008—OFFICE SYSTEMS CONCEPTS & TECHNOLOGY
- TAOF 3009—ADMINISTRATION, MANAGEMENT AND PRESERVATION OF DOCUMENTS (FILING)
- TAOF 3015—PERSONAL DEVELOPMENT
- TAOF 3019—PROGRAMS INTEGRATION FOR THE DESIGN AND ELECTRONIC PROCESSING OF INFORMATION
- TAOF 4015—ADMINISTRATIVE SYSTEMS AND OFFICE PROCEDURES
- TAOF 4005—SPANISH TRANSCRIPTION

The Technology and Office Administration Program Faculty with the collaboration of Dr. Elizabeth Miranda initiated the revision of the syllabi for these courses to integrate Service Learning Concepts, Objectives, Activities, etc. One member of UPR-Cayey Faculty from Honors Program initiated the development of service learning projects.

YEAR 2--2005

▪ Course: TAOF 3008—OFFICE SYSTEMS CONCEPTS & TECHNOLOGY

Course Description: Study of theory and evolution of information processing as a system, its cycle, and the human dimension in the use of technology. Also, includes the use of the information processing systems and telecommunications.

Service Learning Project: ✓ *Introduction to Service Learning: concepts and activities.*
✓ *Visits to non-profit organizations.*

Instructor: Prof. Vilma Rivera – vrivera@cayey.upr.edu

▪ Course: TAOF 3009—ADMINISTRATION, MANAGEMENT, AND PRESERVATION OF DOCUMENTS (FILING)

Course Description: Teaching the importance of documents in offices of public and private institutions. Learning about the receiving, classification, processing, control, filing, and disposition of documents systems; also the acquisition of the theoretical concepts related with the operation of manual, mechanic, and automated systems in the processing, location, and filing of information.

Service Learning Project: ✓ *Introduction to Service Learning: concepts and activities.*
✓ *Visits to non-profit organizations.*
✓ *Students gave ten hours of service to the selected organizations.*
✓ *Students prepared brochures and a Power Point presentation to share their experiences with their schoolmates.*

Instructor: Prof. Awilda Caraballo – maitecaraballo@yahoo.com

▪ Course: TAOF 3019—PROGRAMS INTEGRATION FOR THE DESIGN AND ELECTRONIC PROCESING OF INFORMATION

Course Description: Teaching and training of advanced functions of electronic information processing, using the integration of various update and of frequently use programs in the contemporary office. Reports and the production of other business documents are emphasized.

Service Learning Project: ✓ *Introduction to Service Learning: concepts and activities.*
✓ *Visits to non-profit organizations.*
✓ *Students gave ten hours of service to the selected organizations.*
✓ *Students prepared brochures and a Power Point presentation to share their experiences with their schoolmates.*

Instructor: Prof. Jenny Hernández – jhermanmoj@yahoo.com

▪ Course: TAOF 3015—PERSONAL DEVELOPMENT

Course Description: Learning, development, and application of personality, personal image, and appropriate behavior as important skills and characteristics for professional performance and conduct.

Service Learning Project: ✓ *Introduction to Service Learning: concepts and activities.*
✓ *Visits to non-profit organizations.*
✓ *Students gave ten hours of service to the selected organizations.*
✓ *Students prepared brochures and a Power Point presentation to share their experiences with their schoolmates.*

Instructor: Prof. Rochellie Martínez – chelly_pr@yahoo.com

▪ **Course: TAOF 4015—ADMINISTRATIVE SYSTEMS AND OFFICE PROCEDURES**

Course Description: Teaching and development of knowledge and skills of problems solutions, decision-making, cases analysis, and team working. Also, knowledge of the office and information processing equipment of frequent usage in the contemporary office. Prepare the student to develop forms and to establish procedures to develop administrative tasks in the modern office.

- Service Learning Project:**
- ✓ *Introduction to Service Learning: concepts and activities.*
 - ✓ *Visits to non-profit organizations.*
 - ✓ *Students gave ten hours of service to the selected organizations.*
 - ✓ *Students prepared brochures and a Power Point presentation to share their experiences with their schoolmates.*

Instructor: Prof. Alicia Rosado – aliciarosadobarreto@yahoo.com

▪ **Honors Program**

- Service Learning Project:**
- ✓ *Eight university students in the Honor Program investigated and explored the concept of community and its space among the campus, the “in a walk” available population of the Cayey city center, and among children in urban and rural schools.*
 - ✓ *Students created collaboratively artistic constructions that expressed that knowledge.*
 - ✓ *Students worked as mentors for the Faculty and the students of other SAFE projects.*

Instructor: Prof. Ricardo Molina, Honors Program – rmolina@cayey.upr.edu

YEAR 3—Fall, 2005

▪ **Course: TAOF 4005-SPANISH TRANSCRIPTION**

Course Description: At the end of the semester, students have to share their experiences with professor and schoolmates through an Learning, development and mastery of the art and skill of taking dictation in shorthand in Spanish and transcribe using the computer. Learning, development and mastery of the transcription skill using dictation and transcription machine. Review, development, and integration of shorthand in Spanish, typing, computer, and language, necessities for the correct transcription of commercial documents in Spanish.

- Service Learning Project:**
- ✓ *Introduction to Service Learning: concepts and activities.*
 - ✓ *Visits to non-profit organizations.*
 - ✓ *Students select which organization they are going to bring voluntary service.*
 - ✓ *Students begin to give the ten hours period of voluntary service to the organization selected.*
 - ✓ *At the end of the semester, students have to share their experiences with professor and schoolmates through an oral and written presentation. Also, they have to produce a brochure, a calendar, a portfolio or some kind of promotion, presentation or material that will be useful for the organization.*

Instructor: Dr. Elizabeth Miranda – cristi5@prtc.net & casmir2000@yahoo.com

▪ **Course: TAOF 3008—OFFICE SYSTEMS CONCEPTS & TECHNOLOGY**

Course Description: Study of theory and evolution of information processing as a system, its cycle, and the human dimension in the use of technology. Also, includes the use of the information processing systems and telecommunications.

- Service Learning Project:**
- ✓ *Introduction to Service Learning: concepts and activities.*
 - ✓ *Visits to non-profit organizations.*
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Instructor: Prof. Vilma Rivera — vrivera@cayey.upr.edu

▪ **Course: TAOF 3009—ADMINISTRATION, MANAGEMENT, AND PRESERVATION OF DOCUMENTS (FILING)**

Course Description: Teaching the importance of documents in offices of public and private institutions. Learning about the receiving, classification, processing, control, filing, and disposition of documents systems; also the acquisition of the theoretical concepts related with the operation of manual, mechanic, and automated systems in the processing, location, and filing of information.

- Service Learning Project:**
- ✓ Introduction to Service Learning: concepts and activities.
 - ✓ Visits to non-profit organizations.
 - ✓ Students select which organization they are going to bring voluntary service.
 - ✓ Students begin to give the ten hours period of voluntary service to the organization selected
 - ✓ At the end of the semester, students have to share their experiences with professor and schoolmates through an oral and written presentation. Also, they have to produce a brochure, a calendar, a portfolio or some kind of promotion or document that will be useful for the organization.

Instructor: Prof. Rochellie Martínez – chelly_pr@yahoo.com

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 - ✓ Students begin to give the ten hours period of voluntary service to the organization selected.
 - ✓ At the end of the semester, students have to share their experiences with professor and schoolmates through an oral and written presentation. Also, they have to produce a brochure, a calendar, a portfolio or some kind of promotion or document that will be useful for the organization.

Instructor: Prof. Gema Figueroa – gfigueroa@cayey.upr.edu

YEAR 3—Spring, 2006 (Project Intention)

- **Courses to be impacted: TAOF 3009, 3015, 3019, 3008, and 4015**
- **Faculty will be reviewing the projects to be developed during this semester, based on their experiences during the last semesters.**
- **Faculty will be meeting with Dr. Miranda and Prof. Malavé to discuss what kind of projects the Program will be developing during this semester in these courses.**
- **Faculty, Dr. Miranda, and Prof. Malavé will be meeting with Associate Degree Program students to get their opinions and to share their experiences, and to receive their ideas and suggestions.**
- **Prof. Ricardo Molina from the Honors Program, University of Puerto Rico at Cayey, will be collaborating with Prof. Awilda M. Caraballo in one of her courses (TAOF 3009—ADMINISTRATION, MANAGEMENT, AND PRESERVATION OF DOCUMENTS (FILING) to develop Service-Based Learning Projects, based on his experience with the UPR-Cayey Honors Program. (Team-Teaching).**
- **Dr. Chantelle MacPhee from the English Department, University of Puerto Rico at Cayey will be developing Service-Based Learning Projects in the Business English courses. (These courses are required courses of the Technology and Office Administration Program).**