

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

<u>COURSE NUMBER:</u>	OTEC 122
<u>COURSE TITLE:</u>	OFFICE INTERNSHIP I
<u>SEMESTER CREDIT HOURS:</u>	1 or 3
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	Enroll in an Office Technology Program or permission of instructor
<u>REVISION DATE:</u>	January 2016

COURSE DESCRIPTION:

This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Student may receive training through paid employment (part-time or full-time), or unpaid internship (3-5 hours a week).

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Develop a personal profile and identify transferable skills.
 - Identify occupational opportunities for a specific career.
 - Identify occupational skills requirements for a specific career.
 - Locate resources for finding employment for a specific job title.
2. Examine career direction and identify experience gaps
 - Develop a career plan.
 - Identify an immediate employment goal.
 - Develop a personal profile: values, personality, interests and skills.
 - Compile a portfolio

3. Find potential employers and job leads.

- Prepare a resume
- Locate job openings
- Write a letter of application
- Complete a job application form
- Interview for a job

4. Prepare for job hunting and develop on-the-job skills.

- Prepare for the first day on the job
- Demonstrate knowledge of what you can expect from an employer
- Demonstrate knowledge of what your employer expects from you
- Develop good work habits
- Demonstrate good communicating skills on the job
- Develop good listening skills

5. Participate in a mock interview.

- Demonstrate knowledge of company or agency products and services
- Maintain personal appearance to comply with company standards
- Project professionalism
- Participate in activities of professional associations/organizations

6. Gain work experience through on-the-job training.

- Perform as a team member
- Listen attentively
- Use telephone etiquette
- Utilize computer skills
- Locate information in order to accomplish task
- Follow written and oral directions

7. Analyze work experience.

- Update technical skills
- Demonstrate willingness to learn
- Demonstrate flexibility
- Participate in continuing education
- Adjust career goals/plan periodically

8. Perform administrative duties in a timely manner.

- Make appointments with coordinator
- Submit paperwork in a timely manner
- Maintain a work log

9. Perform workplace competencies.

II ORAL COMMUNICATIONS

8. Demonstrate job interview skills

VI HUMAN RELATION SKILLS

5. Demonstrate interpersonal skills:
 - f. Positive attitude

XI WORK ETHICS

2. Apply employee rules, regulations, and policies in a given occupation area, including
 - a. Punctuality and dependability
4. Compare and complete various examples of job applications forms
8. Create a portfolio or other means that display academic and technical skills

XII CAREER PLANNING

5. Apply self-assessment skills to the career decision-making process