

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 123
<u>COURSE TITLE:</u>	OFFICE INTERNSHIP II
<u>SEMESTER CREDIT HOURS:</u>	3
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	Enrollment in an Office Technology Program or permission of instructor
<u>REVISION DATE:</u>	4/2013

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.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Analyze the trainee's job environment.

- 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.
- Evaluate job performance.

2. Develop a job description for trainee's position.

- Develop a career plan.
- Identify an immediate employment goal.
- Develop a personal profile: values, personality, interests and skills.

3. Develop a job portfolio.

- Organize a notebook with work samples.
- Provide an updated resume.
- Provide employment letters
- Include appropriate documents that will sell the student's skills to potential employers.

4. Analyzed and developed good human relation skills needed on the job.

- Analyze how employer perceives personal qualities.
- Explain what effective team member qualities the student brings to the workplace.
- Identify and solve job problems and develop good morale.
- Identify and deal with a conflict on the job.

5. 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 instructions.

6. Perform administrative duties in a timely manner.

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

7. Workplace competencies

XI WORK ETHICS

2 Apply employee rules, regulations, and policies in a given occupation area, including

2a Punctuality and dependability

2b Responsibility for position

2c Accuracy