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.

COURSE NUMBER: OTEC 122
COURSE TITLE: COORDINATED OFFICE TRAINING I
SEMESTER CREDIT HOURS: 1-3
DEPARTMENT: Office Technology
DIVISION: Career Technical Education
PREREQUISITE: Enrollment in an Office Technology Program or permission of the instructor

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. 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

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