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 123

COURSE TITLE: COORDINATED OFFICE TRAINING II

SEMESTER CREDIT HOURS: 3

DEPARTMENT: Office Technology

DIVISION: Career Technical Education

PREREQUISITE: Enrollment in Office Technology Program or permission from 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 an 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
   - Apply employee rules, regulations, and policies in a given occupation area, including
   - Punctuality and dependability
   - Responsibility for position
   - Accuracy