

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Occupational Internship I
<b>COURSE NUMBER</b>	BUSN 0285
<b>DIVISION</b>	Math, Science, Business & Technology
<b>DEPARTMENT</b>	Business
<b>CIP CODE</b>	52.1401
<b>CREDIT HOURS</b>	3
<b>CONTACT HOURS/WEEK</b>	Class: 3
<b>PREREQUISITES</b>	None
<b>COURSE PLACEMENT</b>	Students must meet the correct placement measure for this course. Information may be found at: <a href="https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html">https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html</a>

## COURSE DESCRIPTION

The general purpose of the occupational internship is to bridge the gap between work and school by ensuring workplace skills meet the needs of the student's career goals and the needs of the employer. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in administrative office professional. A minimum of 15 hours per week on-the-job training is required.

**Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.**

## PROGRAM LEARNING OUTCOMES

### Administrative Office Professional CERT PLOs

1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.
3. Compare and choose appropriate management approaches for business situations.

### Administrative Office Professional AAS PLO

1. Plan and collaborate with others in ways that contribute to the organizations goals.
2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

## **TEXTBOOKS**

<http://kckccbookstore.com/>

## **METHODS OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Readings and Discussions
  - A. Three Key “Drivers” of Change
  - B. Coming to Grips With Reality
  - C. Don’t Expect Somebody Else to Reduce Your Stress
  - D. Don’t Decide Not to Change
  - E. Don’t Act Like a Victim
  - F. Don’t Try to Play a New Game by the Old Rules
  - G. Don’t Shoot for a Low-Stress Work Setting
  - H. Don’t Try to Control the Uncontrollable
  - I. Don’t Choose Your Own Pace of Change
  - J. Don’t Fail to Abandon the Expendable
  - K. Don’t Slow Down
  - L. Don’t Be Afraid of the Future
  - M. Don’t Pick the Wrong Battles
  - N. Don’t Psychologically Unplug From Your Job
  - O. Don’t Avoid New Assignments
  - P. Don’t Try to Eliminate Uncertainty and Instability
  - Q. Don’t Assume “Caring Management” Should Keep You Comfortable
  - R. Taking Personal Responsibility for Stress Reduction
- II. Work Highlights Discussion
- III. Work Overview Assignment
- IV. Workplace Project and Summary Report
- V. Performance Evaluation and Summary Report

## **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. Demonstrate business knowledge and skills for a specific job.
  - 1. Demonstrate knowledge of the duties and responsibilities of the entire job for which they are employed.
  - 2. Demonstrate appropriate quality of work.

3. Demonstrate appropriate quantity of work.
4. Utilize a variety of business application software packages to include: Word, Excel, Access, Power Point, and unique software applicable to a particular business.
5. Demonstrate ability to follow written and oral directions.

B. Assess personal skills, abilities, strengths and weaknesses as they relate to employment.

6. Demonstrate professional work behavior.
7. Meet with supervisor to discuss employee performance.

C. Enhance decision making, problem solving, and creative thinking skills.

8. Demonstrate decision making, problem solving and creative thinking skills through the design and implementation of a job enlargement or job enhancement project.
9. Demonstrate the ability to recognize and identify the existence of a problem.
10. Demonstrate ability to identify information needed to solve a problem.
11. Demonstrate ability to generate alternative solutions, analyze the alternatives, and select the best alternative.

D. Demonstrate a positive work ethic.

12. Exhibit dependability.
13. Exhibit punctuality.
14. Identify and apply rules, regulations and policies.
15. Demonstrate ability to work independently.

E. Demonstrate positive working relationships in the workplace.

16. Maintain a business attitude appropriate for the workplace.
17. Maintain a business-like image appropriate for his/her work place.
19. Maintain personal appearance to comply with company standards.
20. Display a positive attitude.

F. Demonstrate ability to adapt to change.

21. Follow directions.
22. Accept responsibility for own actions.

### **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

### **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.