Montgomery County Community College
OFM 198
Cooperative Internship in OFM
3-0-15

COURSE DESCRIPTION:
This course consists of employment in a college-approved organization to enable the student to gain insight into the operation of a modern office. The course requires an optimum of 15 hours per week supervised and coordinated by a faculty member. Students are rated by the employer on their job performance. This course is subject to a course fee. Refer to http://mc3.edu/adm-fin-aid/paying/tuition/course-fees for current rates.

REQUISITES:
Previous Course Requirements
None

Concurrent Curse Requirements
None

COURSE COMMENT
Registration requires permission of coordinator

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Apply administrative office skills to an internship position.	Internship in Office Management Mentoring by the Employer and the Faculty Member Discussion	Internship Report Supervisor Evaluation ePortfolio
2. Demonstrate general and specific occupational skills, knowledge, attitudes, and behavioral patterns that will be required in his/her career.	Internship in Office Management Mentoring by the Employer and the Faculty Member Discussion	Supervisor Evaluation ePortfolio

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
3. Interact cooperatively with colleagues in the office environment.	Internship in Office Management Mentoring by the Employer and the Faculty Member Discussion	Supervisor Evaluation Discussion Board Posts
4. Fulfill the specific objectives of the cooperative internship as established with the faculty coordinator and the employer.	Internship in Office Management Mentoring by the Employer and the Faculty Member	Supervisor Evaluation ePortfolio Supervisor-Approved Time Sheets
5. Perform office-support tasks in accordance with organization or company policy	Internship in Office Management Mentoring by the Employer and the Faculty Member	Supervisor Evaluation
6. Compose clear, concise verbal and written communications.	Internship in Office Management Mentoring by the Employer and the Faculty Member Discussion	Internship Report Discussion Board Posts ePortfolio
7. Solve daily challenges and tasks in the business office.	Internship in Office Management Mentoring by the Employer and the Faculty Member Discussion	Supervisor Evaluation

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:
1. Goal and objective setting
2. How is your internship office structured? How does it function?
3. Comparing/contrasting the theories and principles of Office Management to your internship experience

4. Problem solving
5. The ethical administrative professional
6. Comparing/contrasting administrative professionals in a typical office environment to your internship experience
7. Clear and concise communications within an organization
8. The changing nature of work in Office Management
9. Office politics
10. Career opportunities available in Office Management
11. Preparing your internship report and ePortfolio

LEARNING MATERIALS:
Professional office policies, procedures, forms, software, equipment, and facilities. There is no textbook for this course.

Other learning materials, including Open Educational Resources (OER) may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:
Prepared by: Kimberly Mangan and Theresa Sullivan   Date: 1/2014
VPAA/Provost or designee Compliance Verification:
          Victoria L. Bastecki-Perez, Ed.D.   Date: 3/5/2014

Revised by: Debbie Dalrymple   Date: 12/17/2017
VPAA/Provost or designee Compliance Verification:
          Victoria L. Bastecki-Perez, Ed.D.   Date: 1/9/2018

Revised by: Theresa Sullivan   Date: 3/5/2020
Provost or designee Compliance Verification: Date: 3/6/2020

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.