

Montgomery County Community College
OFM 298
Cooperative Internship in OFM II
3-0-15

COURSE DESCRIPTION:

This course consists of continued 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*

- OFM 198 Cooperative Internship in OFM I

Concurrent Course 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. Integrate 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
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

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
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.	Internship in Office Management Mentoring by the Employer and the Faculty Member Discussion	Supervisor Evaluation
8. Write a concise, well-organized report describing the industry's strengths, weaknesses, and opportunities and threats as they relate to the student's firm.	Internship in Computer Application/Office Administration Mentoring by the Employer and the Faculty Member Discussion	Written Report by the Student Evaluating the Internship Experience

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. Requirements of employment 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 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:

Date: 1/9/2018



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.