Department:

Business

Course Description:

This course provides paid on-the-job training in an office setting.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Document dependability, promptness, and ability to work according to a schedule.
2. Create documents suitable for mailing.
3. Use correct telephone techniques.
4. Communicate using proper grammar.
5. Complete accurate time and wage forms.
6. Follow written and oral instructions.
7. Dress appropriately for an office setting.
8. Maintain a clean and orderly work area.
9. Compose a clear, descriptive, and accurate job description.

Course Content:

A. Setting up a work schedule with a supervisor.
B. Completion of time cards and wage forms.
C. Evaluation by the work supervisor.
D. Writing a resignation letter.
E. Evaluation of the work site.
F. Completing a job description.

Learning Assessment:

Course competencies will be assessed by an evaluation done by the work supervisor, completion of time card and wage form, work site evaluation, and completion of a resignation letter.

Instructional Materials:

Any materials needed will be provided by the work site supervisor or the course instructor.
Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.