

OAD 242 - OFFICE INTERNSHIP

I. OAD242 - OFFICE INTERNSHIP – 3 Semester Hours

II. Course Description

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

III. Prerequisite

PERMISSION OF INSTRUCTOR

IV. Textbook

No Textbook Required

V. Course Objectives

1. The student will gain on-the-job experience in an office situation.
2. The student will use skills acquired through courses taken.
3. The student will use actual work experience to acquire skills needed to obtain a full-time position upon completion of OAD program.

VI. Course Outline of Topics

1. The student will work a minimum of fifteen hours a week and gain actual office experience.
2. The student will use skills learned in OAD classes to perform the work required.
3. The student will gain experience in his/her field.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).