ROCHESTER COMMUNITY AND TECHNICAL COLLEGE COMMON COURSE OUTLINE

Course discipline/number/title: AOP 2841: AOP Internship II

A. CATALOG DESCRIPTION
1. Credits: 2
2. Hours/Week: 144 hours
3. Prerequisites (Course discipline/number): Successfully completed AOP 1030, AOP 1320, AOP 1360, AOP 2614, AOP 2617, and AOP 2870.
4. MnTC Goals (if any): NA

This internship provides students the opportunity to earn credit for work experience related to their career objectives. Students will apply concepts and skills learned through AOP program coursework in an active office environment.

B. DATE LAST REVISED (Month, year): December, 2017

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Competencies
2. Professionalism in the workplace
3. Application of college coursework
4. Communication, organizational, and time-management skills

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Explore and acquire competencies directly related to their administrative office professional career.
2. Demonstrate a professional approach to the world of business.
3. Apply knowledge learned in college coursework in the business environment.
4. Implement and manage office and/or technological projects.
5. Communicate effectively in oral and written forms.
6. Effectively organize and prioritize time and tasks.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
Methods may include but are not limited to:
1. Assignments
2. Journaling

G. RCTC CORE OUTCOME(S) ADDRESSED:

☒ Communication	☐ Global Awareness/Diversity
☐ Critical Thinking	☒ Personal/Professional Accountability

H. SPECIAL INFORMATION (if any): None