

DEPARTMENT: Business Technologies

PRIORITY: 12

PROGRAM: Administrative Assistant AAS, Office Assistant Certificate, & Legal Assistant AAS

INITIATIVE TITLE: Create a 'simulated office' classroom.

DESCRIPTION: The business community is focusing on decreasing the time and money spent on orienting new employees into the workplace and the expectations of our program graduates, as conveyed by the Business Technologies Advisory Committee, is to have the ability to become productive in the shortest period of time. This simulated office would provide the environment to give students the experience to use their skills and abilities in a more real world situation. This project is feasible but places demands on the physical use of space. The classroom would be located on Main Campus. 100 students in the Business Technologies department's Administrative Assistant, Office Assistant, and Legal Assistant programs will be the primary beneficiaries of this initiative.

RESOURCES NEEDED: The first year of this initiative will be spent in planning the project. The needs for the physical space need to be clearly defined and the impact on the existing programs' curriculum need to be determined.

FUNDING SOURCES:

ORG/PROG CODES:

INITIATIVE ARTICULATION WITH COLLEGE'S VISION, MISSION, & GOALS: This initiative supports the college's Mission to provide quality educational opportunities for Professional Technical and Lower Division College Transfer programs, skill upgrading, and career enhancement. The appropriate level of skills enables students to meet business development and career enhancement goals. This initiative also correlates with the Core Values of Learning, Innovation, and Accessibility and is a direct response to needs expressed by businesses in Lane County.