

College Office Professionals Program OVERVIEW

The College Office Professionals Program (COPP) is a certificate program designed to provide new secretarial and administrative support staff with knowledge and practical skills needed to quickly integrate into the HCC workforce. COPP enrollees attend professional development courses and receive peer mentoring and training in their departments. The COPP is required for new office support staff and provides ongoing professional development opportunities for experienced staff. This workshop introduces employees to the program and provides key resource materials.

Learning Outcomes

- Learn the components and benefits of the College Office Professionals Program
- Examine HCC's organizational culture, vision, mission, goals and values
- Identify roles and responsibilities of an HCC office professional
- Recognize the importance of professionalism and confidentiality in the academic setting
- Obtain and use the *COPP Desktop Reference*, a manual of key resource materials and on-the-job training modules for:
 - Processing Budget Adjustment, Direct Pay Requisition, Mileage Reimbursement, Petty Cash Reimbursement, Travel Reimbursement, Part-Time Hire, Summer Agreement, Copy Center Request, Publication Request, Telecommunication Work Order Request
 - Maintaining Inventory
 - Coordinating Arrangements for Meetings and Conferences
 - Establishing and Maintaining a Departmental Filing System
 - Preparing Mail

Who Should Attend? Required for all COPP enrollees.
Recommended for all new HCC administrative professionals, secretaries, office managers, and frontline staff.
Recommended for all full-time and part-time HCC employees who are considering enrolling in COPP and want to know how the program works and the benefits of participation.

Length: 2 hours

Program: College Office Professionals Program (COPP) – Required Course

Sponsored By: Employee Learning and Organizational Development (ELOD)

Course Number: OR4002

Registration: Register online via @ Your Service.
To log in, type **myhcc** in your browser address bar
> Click on Human Resources (under Administrative Resources)
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More Information: ELOD@hccs.edu
713.718.8614