

BUS - 95 - Cooperative Work Experience Education

Curriculum Office Use - 95/96/99

COURSE OUTLINE OF RECORD

Course Acronym:*

BUS

Course Number:* 95

Descriptive Title:* Cooperative Work Experience Education

Division: Business

Course Disciplines: Business

Catalog Description:*

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Business field. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

Note: Transfer limitations apply.

Prerequisite:

Co-requisite:

Recommended Preparation:

Enrollment Limitation: Employment or volunteer work in a position related to the student's major or career goal by the second week of the semester.

Completion of or current enrollment in one course from the major.

Hours Lecture (per week): 0

Hours Laboratory (per week): 10-20

Outside Study: 0

Hours:*

Total Course Hours:* TBA

Course Units:* 2-4

Grading Method: Letter Grade only

Credit Status: Credit, degree applicable

Transfer CSU: Yes

Effective Date: Prior to July 1992

Transfer UC: No

Effective Date:

General Education:
ECC

Term:

Other:

CSU GE:

Term:

Other:

IGETC:

Term:

Other:

Student Learning Outcomes:

Student Learning Outcomes are based on the scope of work described in the learning objectives agreement. SLO statements and reports for this course may be obtained in the academic division office.

Course Objectives:

1. Analyze career opportunities in business/banking and finance and compare them to personal skills and career expectations.
2. Articulate how the process and content of business/banking and finance curriculum are relevant to the solution of practical problems on the job.
3. Complete work-based projects involving problem solving and the application of academic theory, skills and knowledge while undertaking new or expanded workplace responsibilities.
4. Develop new knowledge and job skills that contribute to occupational and/or educational business/banking and finance goals.

Major Topics:

I. Three new or expanded on-the-job measurable learning objectives beyond those experienced in previous employment or internships. These objectives will be developed by the student, instructor, and supervisor and will serve as part of the basis for determining the student's grade.

II. Semester project that enhances on-the-job learning experiences and is related to the student's career or educational goals.

III. PAID EMPLOYMENT (lab)

150-224 hours (2 units)

225-229 hours (3 units)

300+ hours (4 units)

IV. VOLUNTEER WORK (lab)

120-179 hours (2 units)

180-239 hours (3 units)

240+ hours (4 units)

Total Lecture Hours: 0

Total Laboratory Hours: 0

Total Hours: TBA

Primary Method of Evaluation: 1) Substantial writing assignments

Typical Assignment Using Primary Method of Evaluation:

Complete on-the-job measurable learning objectives that you have developed with your supervisor and that have been approved by the instructor. These learning objectives must include new or expanded skills or information that is directly related to your work or volunteer experience.

Critical Thinking Assignment 1:

Look at a problem you have encountered on the job, dissect it and think of possible solutions and/or improvements. Describe any potential problems or roadblocks. If you were in charge, what suggestions would you make to the person doing your job? Present your findings in a written essay. The length of this assignment will be determined by the instructor.

Critical Thinking Assignment 2:

Analyze your interactions at work. Describe ways in which you could develop personal habits or social skills that would help you to become a more desirable employee. How could you improve your communication with co-workers that would result in increased knowledge, new ideas, more productivity, better cooperation or smoother work flow? Present your findings in a written essay. The length of this assignment will be determined by the instructor.

Other Evaluation Methods: Other (specify)

Instructional Methods: Other (specify)

If other: Two conferences with each student and two conferences with the student's supervisor in order to determine and monitor the accomplishment of the measurable, on-the- job learning objectives.

Work Outside of Class:* Course is lab only - minimum required hours satisfied by scheduled lab time

If Other:

Up-To-Date Representative Textbooks:

Alternative Textbooks:

Required Supplementary Readings: As assigned by individual instructors, such readings as job search and career development books, trade journals, or company publications.

Other Required Materials: Cooperative Work Experience Student Handbook and Working Papers, El Camino College, 2008.

Requisite:

Category:

Requisite and Matching skill(s): **Bold the requisite skill. List the corresponding course objective under each skill(s).**

Requisite Skill:

Requisite Skill and Matching Skill(s): **Bold the requisite skill(s). If applicable**

Requisite course:

Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).

Requisite Skill:

Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable

Enrollment Limitations and Category:

Employment or volunteer work in a position related to the student's major or career goal by the second week of the semester.

Completion of or current enrollment in one course from the major.

Cooperative Work Experience Education (CWEE) requirements per Title 5 regulations, § 55252.1

Enrollment Limitations Impact:

Course Created by: Don Brown

Date: 09/01/1989

Original Board Approval Date:

Last Reviewed and/or Revised by: Curriculum Chair

Date: 09/01/2021

Last Board Approval Date: 10/18/2021

COURSE CODING

Acalog Course OID:

Effective Date: