

COURSE OUTLINE

Revision: Marla Lockhart Date: April, 2009

DEPARTMENT:	Business (BUS)
CURRICULUM:	Business Information Technology
COURSE TITLE:	Work Experience/Business Occupations
COURSE NUMBER:	BUS 197
TYPE OF COURSE:	Vocational Preparatory
COURSE LENGTH:	1 quarter
CREDIT HOURS:	Variable to 15
LECTURE HOURS:	0
LAB HOURS:	0
CLASS SIZE:	Varies
PREREQUISITES:	Must have a major portion of the program completed

COURSE DESCRIPTION:

This course will provide an instructional link between classroom experience and actual on-the-job experience to help students bridge the gap between work and learning; and provide opportunities for faculty and student interaction throughout the student's work experience.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Personal Responsibility – Value one's own skills, abilities, and ideas. Value intellectual inquiry and ethical behavior.
2. Human Relations – Demonstrate a willingness to learn from many cultures, persons, methods, and viewpoints.
3. Technology – Apply computer competency appropriate to occupational goals.

## PROGRAM OUTCOMES

1. Apply standard business rules in clear, concise, and effective business communications.
7. Demonstrate time management and organization skills.
8. Identify and use appropriate resources for problem solving.
9. Receive, interpret, and follow both written and verbal instructions.
12. Demonstrate flexibility, motivation when faced with change.
13. Use the Internet for information searches.
15. Adapt to workplace practices and practice appropriate professional conduct.
16. Interact effectively with individuals and groups.
20. Understand career paths and advancement criteria typical of office occupations.
22. Work with others on larger scale projects.

## GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Apply those theories, concepts and skills acquired in the classroom in an actual work environment.
2. Interact effectively with individuals and groups
3. Learn work related success strategies
4. Adapt to work place practices and exhibit appropriate professional compartment, including attitude, behavior and appearance.
5. Develop specific goals and four types of learning objectives
  - a. Career orientation objectives
  - b. Skills acquisition objectives
  - c. Skills application/development objectives
  - d. Human relations objectives.

TOPICAL OUTLINE:

APPROX. HOURS

Hours will vary according to the needs of the student and employer

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