

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 08-19-24

I. CATALOG DESCRIPTION

Course Number: OFFT2901
Course Title: Cooperative Experience
Prerequisite(s): Employment Techniques (OFFT2000) with a minimum grade of C, or by permission

Catalog Description: Under the guidance of a Cooperative Experience Coordinator, paid, practical work experience for development of marketable skills in an office position. Open to Office Professional students only with a minimum GPA of 2.0.

Credit Hours: 3.0
Class Hours: 0
Cooperative Experience Hours: 180
Total Contact Hours: 0

II. COURSE OBJECTIVES: *Course will teach students to*

- A. Provide a job setting for students to apply those skills learned in previous courses.
- B. Provide a job setting for students to learn new skills.
- C. Give students an opportunity to interact with others in the office and/or the public.
- D. Give students an opportunity to use the actual office procedures/standards used in business.
- E. Provide a training plan that spells out the specific objectives consistent with the training site that the student is expected to achieve during the work term.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Apply those skills learned in previous course work.
 - 2. Learn new skills necessary for the specific job setting.
 - 3. Use human relations skills to interact with others in the office and and/or the public and make any adjustments if necessary.
 - 4. Learn the office procedures/standards used in the specific job setting.
 - 5. Meet the specific objectives listed on the student's training plan as outlined by the student, supervisor, and Cooperative Experience Coordinator.
- B. General Education Learning Outcomes
 - 1. GELO 6: Career and Life Skills
 - Outcome 1: Employ effective interpersonal and intrapersonal communication skills.
 - Outcome 7: Demonstrate choices that reflect personal responsibility.

IV. CONTENT/TOPICAL OUTLINE *(course outline may provide more detailed information)*

- A. The student will be responsible to complete their Cooperative Experience in a position related to their program of study.
- B. The student will receive approval by the instructor/coordinator for the training site.
- C. The student will complete a Training Agreement signed by all participants: student, Co-op training supervisor, and the instructor/coordinator.
- D. The student will accomplish the specific job duties that are determined on an individual basis by the employer with some input from the instructor and the student.

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s): None
- B. Other Resources/Materials:
 - 1. Cooperative Experience Handbook
 - 2. Cooperative Experience Documents

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Job training will be determined on an individual basis and determined by the specific job setting/training site.

VII. METHODS OF EVALUATION

- A. Students will be employed for a minimum of 200 hours/semester in office-related jobs.
- B. The instructor/coordinator will conduct video conferences at least two times during the work period to assess progress and assist with problem solving as it becomes necessary.
- C. Final Grade
 - 1. Determined by the employer and coordinator
 - 2. Based upon an employment plan consisting of a set of objectives agree upon by the employer, the students, and coordinator
 - 3. Based upon End-of-Term Student Appraisal Form
 - 4. Based upon the student meeting all deadlines satisfactorily
 - 5. The employer/supervisor will evaluate the student bases upon the student's competencies displayed in performing the assigned tasks and responsibilities in the work experience. These will be coordinated with the agreed-upon objectives as set forth in the training plan.
- D. SCC STANDARD GRADING SCALE POLICY

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Maintain a mode of dress and personal conduct appropriate to the work environment.
- B. Abide by the rules and regulations which govern other employees of the company.
- C. Carry out duties and responsibilities assigned them by their supervisor(s) and be a productive employee.
- D. Complete the quality and quantity of work appropriate to the work setting.
- E. Submit the following completed forms:
 - 1. Training Agreement
 - 2. Training Plan
 - 3. Time Sheets
 - 4. Cooperative Education Skill Evaluation
 - 5. End-of-Course Student Appraisal
 - 6. Training Site Evaluation
 - 7. Student Summary