

MASTER COURSE SYLLABUS

<u>BIS</u>	<u>401</u>	<u>Cooperative Occupational Experience</u>	<u>3-6(Spec) F, Sp</u>
Design.	No.	Title	Credit (Mode)

I. Bulletin Description:

Office work experience under the supervision of the department and participating employer. Includes scheduled classroom instruction.

II. Prerequisites:

BIS 280 or concurrent enrollment, or permission of the instructor; 56 hours completed; either admission to Professional Business Studies or listed on signed major or minor.

III. Rationale for Course Level:

Course is a capstone experience for previous learning.

IV. Textbooks and Other Materials To Be Furnished by the Student:

None.

V. Special Requirements of the Course:

Student is assigned to a work station where office work is performed under the supervision of an established professional. The Co-op work assignment ranges from a minimum of 12 hours a week to a maximum of 20 hours a week.

VI. General Methodology Used in Teaching the Course:

Discussion	Demonstration
Article summaries	Report assignment
Journal entries	Performance evaluation

VII. Course Objectives:

1. To provide students with a cooperative occupational experience in an office environment.
2. To develop student competency in working in a business office as measured by the following areas of job performance: effective communication (oral and written) and human relations skills, organizing and efficiently handling various office routine and assignments, office correspondence, and telephone calls; meeting deadlines and quality requirements; utilizing office technology; and dealing with others.
3. To develop student competency in working in a business office as measured by the following areas of personal characteristics: dependability and promptness; ability to work with others; concern for quality; integrity; ability to carry out responsibility; industriousness and enthusiasm; and initiative.

VIII. Course Outline:

Week	Topic
1 & 2	Planning for the Experience <ol style="list-style-type: none">A. Developing a personal profileB. Examining career directionsC. Using career informationD. Using human relations *article summary – human skills in business
3, 4, 5 & 6	Preparing for the Experience <ol style="list-style-type: none">A. Understanding the cooperative education experienceB. Locating prospective employersC. Building a resume and application letterD. Completing forms and lettersE. Understanding testing and its legal implicationsF. Preparing for a job interviewG. Completing a successful interview *article summary – providing quality customer service
7, 8, 9, 10 & 11	Developing Your Training Program <ol style="list-style-type: none">A. Examining expectationsB. Analyzing the work environmentC. Developing a job descriptionD. Developing performance objectives for the jobE. Developing work adjustment skills

- F. Utilizing office automation
*article summary – office procedures

- 12 & 13 Evaluating Job Progress
 - A. Understand the performance evaluation
 - B. Evaluating your job performance
 - C. Building on the evaluation process
 - D. Writing a final work report

- 14 & 15 Building for the Future
 - A. Making the transition to permanent employment
 - B. Maximizing your promotional opportunities
 - C. Understanding the job market
 - D. Expanding your educational horizons
 - E. Networking and references
 - F. Changing jobs
 - G. Developing a marketing plan
 - H. Evaluating the total program
*article summary – job interviewing skills

16 Final Exam

IX. Evaluation:

Article summaries	25%
Written report (work experience summary)	25%
Journal entries	25%
Employer evaluation	<u>25%</u>
Total	100%

X. Bibliography:

Bennett, Carole. *Business Etiquette & Protocol*, Professional Development Series, Mason, OH: South-Western, 2002.

Caroselli, Marlene. *Interpersonal Skills*, Professional Development Series, Mason, OH: South-Western, 2003.

Chapman, Elwood N. and O'Neil, Sharon Lund. *Your Attitude is Showing: A Primer of Human relations*, 10th ed., Upper Saddle River, NJ: Prentice Hall, 2002.

Housel, Debra J., *Team Dynamics*, Professional Development Series, Mason, OH: South-Western, 2002.

White, Aggie. *Career Planning and Networking*, Professional Development Series, Mason, OH: South-Western, 2002.

Csapo _____ Syllabus Prepared by: Nancy
Name

Signature

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Date