



## MASTER COURSE OUTLINE

Prepared By: Gene Donat

Date: December 2003

### COURSE TITLE

Work-Based Learning

### GENERAL COURSE INFORMATION

Dept.: BUS

Course Num: 295

(Formerly: )

CIP Code: 52.0201

Intent Code: 21

Program Code: 250

Credits: 1-6

Total Contact Hrs Per Qtr.: 33-198

Lecture Hrs:

Lab Hrs:

Other Hrs: 33-198

Distribution Designation:

### COURSE DESCRIPTION (as it will appear in the catalog)

A supervised paid work experience in management or office skills enhancing the application of classroom instruction and skills and/or area of specialization approved by the program advisor. May be repeated up to twelve (12) credits.

### PREREQUISITES

BUS advisor permission

**Corequisite:** BUS 297, Work-Based Learning Seminar

### TEXTBOOK GUIDELINES

None

### COURSE LEARNING OUTCOMES

*Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:*

1. To give the student an opportunity to apply classroom knowledge and theory in a structured and monitored work experience in an actual business or industry location.
2. Be employable in an entry-level management or office services position
3. Have acquired employment and professional contacts beyond the classroom

### INSTITUTIONAL OUTCOMES

### COURSE CONTENT OUTLINE

1. Complete the work-based learning objectives as determined by the advisor and the work supervisor.
2. Be evaluated by their work-based learning supervisor
3. Evaluate their work-based learning and employer every three (3) weeks
4. Evaluate themselves
5. Other assignments may be given at the discretion of their advisor

### DEPARTMENTAL GUIDELINES (optional)

Course will be graded on a pass/fail basis.

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**DIVISION CHAIR APPROVAL**

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**DATE**