



## MASTER COURSE OUTLINE

Prepared By: Gene Donat

Date: December 2003

## COURSE TITLE

Work-Based Learning

## GENERAL COURSE INFORMATION

Dept.: BUS

Course Num: 297

(Formerly: )

CIP Code: 52.0201

Intent Code: 21

Program Code: 250

Credits: 1

Total Contact Hrs Per Qtr.: 11

Lecture Hrs: 11

Lab Hrs:

Other Hrs:

Distribution Designation:

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

A discussion/conference oriented course covering various topics related to business. The topic discussed during a particular quarter will be influenced by the needs and interests of the students. May be repeated up to six (6) credits.

## PREREQUISITES

BUS advisor permission

**Corequisite:** BUS 295, Work-Based Learning

## TEXTBOOK GUIDELINES

None

## COURSE LEARNING OUTCOMES

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

1. Relate better to the practical "real" world
2. Relate better to workers on the job from all different walks of life.
3. Understand and apply the "principles" learned in a classroom environment.

## INSTITUTIONAL OUTCOMES

## COURSE CONTENT OUTLINE

Course content varies from quarter to quarter depending on the needs and interests of the students. The availability of qualified instructors can also influence a course topic/outline. Examples of seminar content are

1. Cash Flow Management
2. Taxes for business
3. Starting a New Small Business
4. Selecting and Using a Personal Computer
5. Understanding Financial Statements
6. Time Management
7. Resume Writing
8. Application Letters in Job Search
9. Stress Management

10. Motivation of Self and Others
11. Managing Conflict
12. Developing Better Human Relationships

**DEPARTMENTAL GUIDELINES** *(optional)*

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**DIVISION CHAIR APPROVAL**

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**DATE**