

Common Course Outline
(OFAD 281-284)
(Cooperative Education II: Office Systems Technology)
1 – 4 Credits

The Community College of Baltimore County

Description

Cooperative Education II: Office Systems Technology

Provides academic credit for knowledge and skill outcomes derived from a planned work experience in the student's chosen career field. Co-op objectives are jointly developed, selected and evaluated by the faculty coordinator, workplace supervisor, and the student. Cooperative Education II is directly related to the student's program and provides learning experiences not available in the classroom setting; continues to reinforce skills and knowledge beyond those acquired in Cooperative Education I. To register, a student must have a signed Cooperative Education Application from the Office of Experiential Learning.

Prerequisite: OFAD 206, OFAD 228, OFAD 250, Consent of Program Director, 2.5 overall QPA in major

Overall Course Objectives

Upon completion of this course the student will be able to:

1. Participate in the job search process, if appropriate.
2. Continue to apply appropriate workplace behaviors in a professional setting.
3. Demonstrate advanced knowledge and skill appropriate to job assignment related to program of study and career goals.
4. Evidence increased content knowledge gained through practical experience related to program of study and career goals.
5. Evaluate the co-op experience in terms of their personal, education and career needs.
6. Describe heightened sense of identity and connection to society.

Major Topics

Co-op learning objectives are individualized and are developed cooperatively by the student, faculty coordinator, and work supervisor. Once the student has placed with an employer, he/she will formulate tentative learning objective with the assistance of the faculty coordinator. Learning objectives must describe the activities (tasks) that the student will learn and perform on the job. The student must state specifically WHAT he/she will be able to do at the end of your work experience period, as a result of the co-op placement.

Course Requirements

The student's final grade will be based on four components:

Employer's Mid-Term Evaluation.	25%
Employer's Final Evaluation 25%
Attainment of co-op learning objectives	25%
Related departmental assignments.	25%
(including student project, weekly logs, and related departmental assignments)	

Other Course Information