

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CITY, MESA, AND MIRAMAR COLLEGES  
ASSOCIATE DEGREE COURSE OUTLINE**

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER:** Computer and Information Sciences 270

**COURSE TITLE:** Work Experience

**Units:** 1-4  
Grade Only

**CATALOG COURSE DESCRIPTION:**

A program of on-the-job learning experiences for students employed in a job related to their major or their educational goal. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units.

**REQUISITES:**

NONE

**FIELD TRIP REQUIREMENTS:** Not required

**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities

**TOTAL LECTURE HOURS:**

**TOTAL LAB HOURS:**

**OTHER HOURS:** 60 - 300

**STUDENT LEARNING OBJECTIVES:**

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

1. Convert related classroom instruction to the employment environment through development of job-related behavioral learning objectives.
2. Develop competencies that are necessary for successful employment through actual on-the-job and related in-school experiences.
3. Demonstrate critical thinking in the resolution of problems in the work place.
4. Complete all required paperwork accurately and on time and attend required on-campus Work Experience sessions and conferences with instructor-coordinator and supervisor.

**SECTION II**

**1. COURSE OUTLINE AND SCOPE:**

**A. Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Orientation to Work Experience Program.

- II. Review of Work Experience Manual.
- III. Development of job-related behavioral learning objectives.
- IV. Preparation of required program forms/paperwork.
- V. Resolution of job-related problems.
- VI. Conferences with instructor-coordinator and supervisor.

**B. Reading Assignments:**

Reading assignments are required and may include but, are not limited to, the following:

- I. Readings will include Work Experience Manual and related assignments required by concurrent vocational course(s) and/or employment experience.

**C. Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. Students will apply critical thinking skills in the development of job-related behavioral learning objectives and resolution of job-related problems.

**D. Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

- I. See "B" and "C" above.

**E. Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

- I. Students will write three behavioral job-related learning objectives that are attainable during the semester, and complete all required Work Experience forms/paperwork. Students may also complete written assignments required in their employment experience.

**2. METHODS OF EVALUATION:**

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. Evaluation (i.e., letter grades of A, B, C, D, and F) will be assigned to all Work Experience students based upon their
- II. performance and achievement of the measurable, job-related
- III. behavioral learning objectives, attendance at required on-
- IV. campus Work Experience classes, accuracy in completing
- V. required forms/paperwork, promptness in compliance with due
- VI. dates in submission of forms/paperwork, and attendance at
- VII. required conferences with instructor-coordinator and
- VIII. supervisor.

**3. METHODS OF INSTRUCTION:**

Methods of instruction may include, but are not limited to, the following:

- \* On-campus orientation sessions, conferences with instructor-coordinator and supervisor, on-the-job training, written assignments, questioning, lecture/discussion, and reports.

**4. REQUIRED TEXTS AND SUPPLIES:**

Textbooks may include, but are not limited to:

**TEXTBOOKS:**

**MANUALS:**

**PERIODICALS:**

**SOFTWARE:**

**SUPPLIES:**

1. Cooperative Work Experience Education Student Manual 6000- 1, Cooperative Work Experience Application, Training Agreement, Objectives Worksheet, and Cumulative Work Record.

**ORIGINATOR:** Curricunet Version 2

**CO-CONTRIBUTOR(S)**

**DATE:**