

Las Positas College
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Course Outline for BUSN 95
BUSINESS WORK EXPERIENCE
Effective: Fall 2009

I. CATALOG DESCRIPTION:

BUSN 95 — BUSINESS WORK EXPERIENCE — 1.00 - 3.00 units

Earn college credit while working. College supervised part-time or full-time employment. Through the cooperation of the work supervisor, students contract to accomplish new learning objectives and broaden their experiences at work.

1.00 - 3.00 Units Lab

Corequisite

BUSN 96 - Business Wk Experience Seminar

Grading Methods:

Letter Grade

Discipline:

	MIN	MAX
Lab Hours:	54.00	162.00
Total Hours:	54.00	162.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 4

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Completed the learning objective(s) established with the instructor, supervisor, and student at the beginning of the school term;
- B. Applied and refined those skills learned in the classroom to a job where those skills may be demonstrated;
- C. Applied one's educational ability, level of maturity, personality, behavior and attitudes toward a job and to inter-personal relationships, and identify those areas where changes may be required;
- D. Integrated the importance of continuing education as it applies to current employment or advancement and retraining needs as they apply to future career satisfaction;
- E. Develop an understanding of career opportunities, job requirements, employer expectations, and promotional requirements in an occupational setting;
- F. Increased employability by assessing personal goals, needs and making a concerted effort towards self-improvement;

V. CONTENT:

- A. Students learn about and utilize the concept of development of learning objectives with job supervisor. Objectives include descriptive statements describing: What is the task or project to be performed, how it will be accomplished, who will evaluate the objective, and how will it be evaluated. Learning objectives will be approved by Las Positas college instructor.
- B. Observation and assessment of work behaviors
- C. Application of appropriate work behaviors: communication, listening, inter-personal relationships
- D. Career planning
- E. Identification of career opportunities on the job
- F. Evaluation of learning objectives

VI. METHODS OF INSTRUCTION:

- A. Individual consultation with students
- B. On-the-Job training under the direct training of the student's supervisor
- C. Individual consultation with employers

VII. TYPICAL ASSIGNMENTS:

A. Assignments are individualized according to the mutually set objectives prepared by the student and approved by the workplace supervisor and college instructor. B. Individualized assignments may include: 1. development of necessary procedures for the department or company 2. development of analytic skills in diagnosing machine and technology failures and in repairing the problem(s); 3. development of customer service techniques; 4. development of a system to enhance communication for more effective and efficiency department or company operation; 5. development of processes to improve a human relations issue; 6. development of product knowledge, company operations, client markets; 7. development of employee training system(s) with written materials.

VIII. EVALUATION:

A. **Methods**

1. Other:

B. **Frequency**

IX. TYPICAL TEXTS:

1. Farley, Dan *Communicating in Workplace.*, Work Skills Associates, 2000.
2. Donaldson, Cindy *Teambuilding and Problem Solving in the Workplace.*, Work Skills Associates, 1999.
3. www.careerbuilder.com
4. www.workbasedlearningconnections.com

X. OTHER MATERIALS REQUIRED OF STUDENTS: