

OFF 698C: COOPERATIVE EDUCATION

Citrus College Course Outline of Record

| Heading | Value |
|-------------------------------|---|
| Effective Term: | Fall 2024 |
| Credits: | 3 |
| Lab Hours: | 0 |
| Hours Arranged: | 180 |
| Total Student Learning Hours: | 180 |
| Prerequisite: | The student must be simultaneously enrolled in a class that relates to the Cooperative Education class. |
| Transferable to CSU: | No |
| Transferable to UC: | No |
| Grading Method: | Standard Letter, Pass/No Pass |

Catalog Course Description

A course designed to assist students in planning and accomplishing meaningful learning objectives related to office technology at their place of volunteer employment or training sites. 180 lab hours arranged.

Course Objectives

- Give one or more examples of how to apply one or more Office Technology theories or participate in a work setting
- Identify and demonstrate one or more skills that he/she has acquired or improved during the cooperative education placement
- List one or more career opportunities in the field of Office Technology and describe the duties and responsibilities

Major Course Content

I. Participation in Student Orientation

II. Read and Complete Assigned Sections of Citrus College Cooperative Education Student Manual

III. Individual Session with Instructor to Identify Individual Student Goals

IV. Develop Resume and Job Search Skills

V. Participation in Worksite Learning Setting

VI Participation in Instructor Worksite Visit

Hours Arranged Content

I. Develop Resume and Job Search Skills

II. Participation in Worksite Learning Setting

III. Participation in Instructor Worksite Visit

Examples of Required Writing Assignments

Written work as dictated in the office environment specific to the student's place of employment. A one to two page typed summary of the experience given to the instructor.

Examples of Outside Assignments

Over a 16 week presentation of the course three hours per week are required for each unit of credit. Two hours of independent work done out of class are required for each lecture. Student will be required to complete the following types of assignments outside of the regular class time:

Complete the minimum hours of work, based on the formula of one semester unit for 75 hours per term of paid work or 60 hours per term of volunteer work.

Answer questions Practice skills Solve problems Observe activities related to course content Participate in activities related to course content

Instruction Type(s)

Lab