

# BA 280 : CO-OP WORK EXPERIENCE BUSINESS

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## Transcript title

Co-op Work Experience Business

## Credits

1-3

## Grading mode

Pass/No Pass grades

## Total contact hours

30-90

## Other hours

30-90

## Prerequisites

instructor approval.

## Course Description

Provides work learning credit for student employment in fields pertaining to the business curriculum. Credit is given based upon a total workload of 100 hours per term and completion of learning objectives. Learning experience coordinated with student's supervisor. P/NP grading.

## Course learning outcomes

1. The student will have practiced the skills and knowledge gained through classroom experience by putting them to use in a practical setting.
2. The student will be able to identify strengths and weaknesses in individual preparation through self-analysis and evaluations.
3. The student will be able to identify techniques that might be keys to successfully gaining a position, holding that position, and progressing to higher levels during a career in office work.
4. The student will be able to learn competencies on the job that cannot be learned in the classroom.
5. The Business / Office Administration student will be prepared to enter the labor force and successfully work with others because of having some supervised work experience.