

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Business Management</u>
COURSE RUBRIC AND NUMBER	<u>BMGT 2382</u>
COURSE TITLE	<u>Cooperative Education-Business Administration and Management, General I</u>
COURSE CREDIT HOURS	<u>3 1 : 20</u> Credits Lec Lab

I. Catalog Description

Provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **(1:20)**.

II. Course Objectives

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

- A. Complete an internship in a business-related position.
- B. Identify careers in business.
- C. Demonstrate improved job-related performance of activities listed on your training plan.
- D. Communicate more effectively with company personnel in your area of training.
- E. Communicate, written and orally, your occupational values, goals, perceptions, and attitudes as related to your work experience.
- F. Conduct a successful job search, including resume preparation and interviewing techniques.

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

A. Preassessment

Students must verify that they meet the prerequisites for the class in which they are enrolled, if applicable.

Assessment Projects

Sixty percent (60%) of the grade shall be based on the student completing a 320-hour internship in an accounting position. The grade will be based on the supervisor's evaluation of the student work using the Cooperative Education Office's Employer Mid-Term and Final Evaluation Forms. A student is evaluated in different areas by the supervisor using a scale of 1(outstanding) to 5 (unsatisfactory).

1. Twenty percent (20%) of the grade shall be based on the student attending Cooperative Education Office's workshops and instructor-conducted classes, which include completing a cover letter, resume, and interview, and maintaining a daily work experience journal.
2. Twenty percent (20%) of the grade shall be based on the student completing a work experience report, which will be submitted to the Cooperative Education Office and presented to the class.

B. Evaluation Scale

A	Excellent	89.5% and above
B	Above Average	79.5% - 89.4%
C	Average	69.5% - 79.4%
D	Below Average	59.5% - 69.4%
F	Failing	59.4% and below
W	Withdrawal	Please see EPCC Catalog for drop deadline.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.