COURSE DESCRIPTION

Prerequisites: Instructor approval prior to enrollment.

Career related activities encountered in the student’s area of specialization offered through a individualized agreement among the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component:

- ITSC 1280 = 1 hr. lecture, 10 hrs. hands-on work experience/week
- ITSC 1380 = 1 hr. lecture, 20 hrs. hands-on work experience/week
- ITSC 1480 = 1 hr. lecture, 30 hrs. hands-on work experience/week

WECM END-OF-COURSE OUTCOMES: 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.

STUDENT LEARNING OUTCOMES:

Upon successful completion of ITSC 1280/1380/1480, students will be able to:

- **Identify** professional development activities to engage in and techniques to utilize on the job that will enhance your skills and knowledge.

- **Produce** a competency-based learning plan including learning objectives, methods of objective analysis, a work plan that incorporates the objectives and achievement identification.

- **Reinforce** career planning utilizing interest/aptitude tests and personality profiles.

- **Demonstrate** skills to help attain a job including interviewing techniques, locating sources for job openings, producing a resume and completing job applications.

COURSE MATERIAL

*Cooperative Education Workbook*, Available online

A student of this institution (El Centro College) is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Major Course Requirements
Students will participate in **Discussion Forums**
Student will complete a **competency-based learning plan** including:
- Cooperative Education Student Application
- Training Station Agreement
- Learning Objectives Form
- Basic Workplace Skills Grid

Students will participate in **online seminar activities** bridging the gap between the classroom and the working world with topics for:
- Career skills enhancements
- Self-improvement techniques

**Subject Matter**

Topics covered in the seminar portion of the course include:
- Choosing learning objectives
- Areas of interest
- Where do I find my dream job?
- Writing a commanding resume’
- Successful interviewing techniques
- Computer publications
- Vendor technology trends
- TOOL time
- Self-esteem /motivation
- Interest and aptitude testing
- Presentation skills development
- Course achievements
- Completing the documentation

**Disclaimer**
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

**Policies**
Students should click on the links below and read all of these policies.

- General institutional policies
- Course-related institutional policies