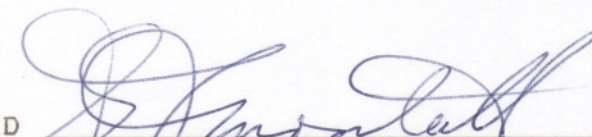SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: WORK EXPERIENCE

CODE NO.   BUS330

PROGRAM   COMPUTER PROGRAMMER/ANALYST

SEMESTER   SIX

DATE   JANUARY, 1992

AUTHORS   FRAN DEW, WIL DEBRUYNE, BOB LAILEY

                                        NEW ___   REVISION X

APPROVED _____   92-01-08
    DEAN BUSINESS AND HOSPITALITY   DATE

WORK EXPERIENCE   BUS330
COURSE NAME   CODE NO.

Total credit time: Three days per week for one semester

Prerequisites: Successful completion of all computer courses to
               date

I   PHILOSOPHY/GOALS:

     This course consists of on-the-job work experience designed
     to provide the student with insight into, and understanding
     of, the work environment. It gives the students the
     opportunity to apply their academic background and
     abilities, and to broaden their knowledge through additional
     concepts and practices afforded by their placement.

II   STUDENT PERFORMANCE OBJECTIVES:

     Upon successful completion of this course, the students will
     have:

     a   a good understanding of, and familiarity with, an
          actual work experience

     b   applied their academic knowledge and experience on the
          job

     c   developed their interpersonal skills through
          interaction with peers and supervisors

     d   demonstrated to their employers, and to themselves,
          what capabilities and potential they have to offer

III TOPICS TO BE COVERED

     The topics are determined by each employer

IV   LEARNING ACTIVITIES

     The learning activities are determined by each employer

WORK EXPERIENCE   BUS330
COURSE NAME   CODE NO.

V   EVALUATION METHODS

The students will be evaluated on the following components,
all of which must be successfully completed.

Work Experience Logs

Logs are to be filled out, using the Co-Op Career
Experience Handbooks.
Logs are to be handed in to the contact faculty for
perusal and comments.   They are to be handed in three
times during the semester: 1) week two, 2) midway
through the semester, and 3) at the end of the
semester.
All sections of the daily logs are to be completed, in
some detail. This will help in setting up the Work
Term Report.

Employer Evaluation

The evaluations are filled out by the employer, three
times during the semester:
1)   Feb 12 - 14
2)   Mar 25 - 27
3)   Apr 22 - 24

Work Term Report

The format of the report will follow the report format
outlined in the Co-Op Career Experience Handbook.

The content of the report will include a discussion of
what the student has accomplished on Work Term.   The
report will also contain comments by the student on
what courses at Sault College were of benefit in the
work term. Recommendations from the students as to
what courses could be added, changed, or deleted from
the curriculum for future students, are to be included.

A draft of this report will be submitted to the contact
faculty, in the week of March 23rd. A final copy of
this report will be presented to the employer, in the
week of April 1st.

Grading

The student's final letter grade will be indicated by
one of the following

S - Satisfactory
U - Unsatisfactory

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COURSE NAME   CODE NO.

VI   REQUIRED STUDENT RESOURCES

CO-OP CAREER EXPERIENCE HANDBOOK
   available in the Campus Book Shop

VII   ADDITIONAL RESOURCE MATERIALS

Trade journals and manuals, as may be provided by the
employers

VIII SPECIAL NOTES

The working hours are to be specified by the employer. It
is the student's decision whether to work in the Winter
Break (Feb 24 - 28) or not. It is up to the student to
inform the employer of this.

Students with special needs, such as physical limitations,
visual impairments, hearing impairments, or learning
disabilities, are encouraged to discuss required
accommodations, confidentially, with the faculty contact.

Your faculty contact reserves the right to modify the course
as is deemed necessary to meet the needs of students.