

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: WORK EXPERIENCE  
\_\_\_\_\_  
CODE NO.: BUS 330 SEMESTER: SIX  
\_\_\_\_\_  
PROGRAM: COMPUTER PROGRAMMER/ANALYST  
\_\_\_\_\_  
AUTHOR: FRAN DEW  
\_\_\_\_\_  
DATE: FEBRUARY 1994  
\_\_\_\_\_  
PREVIOUS OUTLINE DATED: JANUARY, 1993  
\_\_\_\_\_

New: \_\_\_\_\_ Revision: \_\_\_\_\_ X

APPROVED: \_\_\_\_\_ DATE \_\_\_\_\_  
DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY

COMPUTER PROGRAMMER/ANALYST

BUS 330

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COURSE NAME

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COURSE CODE

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 students with insight into, and understanding of, the work environment. It gives the students the opportunity to apply their academic backgrounds 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.

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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. These logs are to be handed in to 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 the student in setting up the Work Term Report.

Employer Evaluation

The evaluations are filled out by the employer, three times during the semester. The tentative dates for these evaluations are:

- 1) mid February
- 2) end of March
- 3) end of April

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.

A draft of this report will be submitted to the contact faculty in the week of March 22nd. A final copy of this report will be presented to the employer in the week of April 23rd.

- \*\* A second report, submitted to the contact faculty, will 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. This report is due April 20th.

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Grading

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

S - Satisfactory  
U - Unsatisfactory

**VI REQUIRED STUDENT RESOURCES**

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

**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 (March 12 and 15) 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.