**COLLIN COLLEGE**

**COURSE SYLLABUS**

Course Information

**Course Number:** POFT 1380

**Course Title:** Cooperative Education - Cooperative Education-Administrative Assistant and Secretarial Science, General

**Course Description:** 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. Contact the Cooperative Work Experience Office.

# Course Credit Hours: 3

Lecture Hours: 1

Cooperative Work Experience Hours: 20

**Prerequisite**: Consent of Associate Dean.

**Student Learning Outcomes:**

* **State-mandated Outcomes:** Upon successful completion of this course, students will:

1. 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. (SCANS: F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, C1, C2, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C18, C19)
2. 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. (SCANS: F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, C1, C2, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C18, C19)

**Secretary’s Commission on the Acquisition of Necessary Skills (SCANS) -** SCANS skills are a group of foundational skills and workplace competencies that the Secretary’s Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin’s workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:

<http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf>

**Criminal Background Notice:** If your program requires a criminal background check, your placement in a required clinical site, cooperative, practicum, internship and/or licensure/certification opportunity may be impacted. If you have any questions or concerns, please contact your program director or instructor and check with your licensing/certifying entity, if any, to determine your status.

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.