

# WOEX-100: WORK EXPERIENCE

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## Effective Term

Fall 2024

## CC Approval

11/17/2023

## AS Approval

12/12/2023

## BOT Approval

12/14/2023

## COCI Approval

5/15/2024

## SECTION A - Course Data Elements

### CB04 Credit Status

Credit - Degree Applicable

### Discipline

#### Minimum Qualifications

#### And/Or

Work Experience Instructors or Coordinators (Master's Degree)

### Subject Code

WOEX - Work Experience

### Course Number

100

### Department

Work Experience (WOEX)

### Division

Career Education and Workforce Development (CEWD)

### Full Course Title

Work Experience

### Short Title

Work Experience

### CB03 TOP Code

4932.00 - \*General Work Experience

### CB08 Basic Skills Status

NBS - Not Basic Skills

### CB09 SAM Code

B - Advanced Occupational

### Rationale

Updating this COR to reflect changes in Title 5 in how Work Experience hours are calculated.

## SECTION B - Course Description

### Catalog Course Description

This course is designed to provide students with a comprehensive foundation for success in the professional world. Through a combination of practical experience and classroom instruction, students will develop a wide range of essential skills and attitudes necessary for excelling in real-world work environments.

The course requires 108 hours of work experience.

## SECTION C - Conditions on Enrollment

### Open Entry/Open Exit

No

### Repeatability

Unlimited - Noncredit OR Work Experience Education

### Grading Options

Letter Grade or Pass/No Pass

### Allow Audit

Yes

## Requisites

## SECTION D - Course Standards

### Is this course variable unit?

No

### Units

3.00000

### Lecture Hours

18.00

### Work Experience Hours

108.00

### Outside of Class Hours

36

### Total Contact Hours

18

### Total Student Hours

162

## Distance Education Approval

### Is this course offered through Distance Education?

Yes

### Online Delivery Methods

| DE Modalities   | Permanent or Emergency Only? |
|-----------------|------------------------------|
| Entirely Online | Permanent                    |
| Hybrid          | Permanent                    |

## SECTION E - Course Content

### Student Learning Outcomes

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

1. Apply the knowledge, skills, and attitudes gained through this course to excel in a real-world work environment, including but not limited to effective communication, problem-solving, teamwork, and time management.

## Course Objectives

| Upon satisfactory completion of the course, students will be able to: |   |
|---|---|
| 1.  | Set and pursue personal and career-related goals, and create a professional development plan, as required by Title 5, to guide the student's advancement in their chosen field. |
| 2.  | Maintain comprehensive records of work experience hours, activities, and achievements in compliance with Title 5 requirements, ensuring accurate reporting.                     |
| 3.  | Develop knowledge of the work attitude necessary for success in the workplace.  |
| 4.  | Develop an understanding of work-related communication skills necessary for the workplace.  |
| 5.  | Identify and navigate ethical dilemmas that may arise in the workplace, and demonstrate ethical decision-making abilities.  |
| 6.  | Understanding of diversity in the workplace, how to value it, and how to resolve cultural conflict.   |
| 7.  | Develop skills necessary to get a job.  |
| 8.  | Practice and develop skills for resume development and interviewing.  |

## Course Content

Work Experience is a work-based learning course of study that offers internships and employment combined with instruction in critical workplace skills.

As required by Title 5 regulations, students will:

1. Set and pursue personal and career-related goals
2. Create professional development plans to guide their progress in their chosen fields
3. Learn the importance of maintaining accurate records of work experience hours and activities
4. Receive feedback on work experience progress through written, measurable learning objectives and outcomes
5. Discuss their educational growth with the appropriate college and employer representatives at regular intervals throughout the semester

## Methods of Instruction

### Methods of Instruction

| Types           | Examples of learning activities  |
|-----------------|--|
| Lecture         | Lecture topics:<br>1. Workplace Skills and Attitudes<br>2. Ethical Decision-Making<br>3. Setting Career Goals and Professional Development<br>4. Workplace Diversity and Cultural Competence |
| Activity        | Resume Development and Interviewing  |
| Other           | Role-Playing and Scenario-Based Learning   |
| Work Experience | Link the academic core curriculum with the world of work and promote students' college-to-career transitions.  |

### Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards  
Chat Rooms  
Discussion Boards  
E-mail Communication  
Telephone Conversations  
Video or Teleconferencing

### Student-Initiated Online Contact Types

Discussions

### Course design is accessible

Yes

## Methods of Evaluation

### Methods of Evaluation

| Types            | Examples of classroom assessments  |
|------------------|--|
| Work Assessments | New or expanded on-the-job measurable learning objectives that serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student. |
| Portfolios       | Resume Development   |
| Other            | The employer's or designated representative's statement of student hours worked  |

## Assignments

### Reading Assignments

Selected reading from texts and career handouts focusing on workplace behavior and skills. Example: Students will be required to read "How to Write a Successful Resume" by the Napa Valley College Career Center.

### Writing Assignments

Students will be required to complete a resume and cover letter.

### Other Assignments

1. Students are required to create new or expanded on-the-job measurable learning objectives that serve as part of the basis for determining the student's grade.
2. Students are also required to complete a record of hours worked daily and weekly during the course.

## SECTION F - Textbooks and Instructional Materials

### Material Type

Open Educational Resource (OER)

## Proposed General Education/Transfer Agreement

**Do you wish to propose this course for a Local General Education Area?**

No

**Do you wish to propose this course for a CSU General Education Area?**

No

**Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?**

No

## Course Codes (Admin Only)

### CB00 State ID

CCC000644875

### CB10 Cooperative Work Experience Status

C - Is Part of a Cooperative Work Experience Education Program

### CB11 Course Classification Status

Y - Credit Course

### CB13 Special Class Status

N - The Course is Not an Approved Special Class

### CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

### CB24 Program Course Status

Program Applicable

**Allow Pass/No Pass**

Yes

**Only Pass/No Pass**

No