

AIS 095A: APPLICATIONS AND INFORMATION SYSTEMS WORK EXPERIENCE

Originator

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Justification / Rationale

For students to develop transferable skills, such as communication and team work. To allow students to apply career goals of classroom theory to real-life experiences.

Effective Term

Fall 2022

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

095A

Full Course Title

Applications and Information Systems Work Experience

Short Title

AIS WORK EXP

Discipline**Disciplines List**

Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Modality

Face-to-Face

Catalog Description

This work experience course of supervised employment assists students in acquiring desirable work habits, attitudes, and skills to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (for a combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and education or occupational goals are directly related to Applications and Information Systems.

Schedule Description

This work experience course of supervised employment is designed to assist students in acquiring desirable work habits and skills. Students must work 75 paid hours or 60 non-paid hours per unit.

Lecture Units

0

Lab Units

1-8

Lab Semester Hours

600

In-class Hours

60-600

Out-of-class Hours

0

Total Course Units

1-8

Total Semester Hours

60-600

Override Description

Title 5, § 55256.5 Work Experience credit

Class Size Maximum

23

Lab Content

1. Planned learning objectives for individual students based on job learning stations that include:
 - a. Tasks to be accomplished.
 - b. How the task will be accomplished.
 - c. How the tasks will be evaluated (measured) and by whom.
 - d. When the tasks will be completed.
2. Coordination of consultations with the instructor and supervisor will be the student's responsibility.

Course Objectives

	Objectives
Objective 1	Identify and apply 21st-Century Work Skills and professional competencies within work environments, such as Adaptability, Self-Awareness, Digital Fluency, Communication, Collaboration, Empathy, Analysis/Solution Mindset, Resilience, Entrepreneurial Mindset, Social/Diversity Awareness.
Objective 2	Apply classroom theory related to student's discipline to work-based setting.
Objective 3	Develop and assess work-based S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely) learning objectives.
Objective 4	Use self-reflective and critical analysis to evaluate a job site experience.
Objective 5	Research and identify job skills, personal development, and career-related information to become more marketable in the workforce.
Objective 6	Maintain accurate records of employment and a strong work ethic.
Objective 7	Formulate and demonstrate new work-based S.M.A.R.T. learning objectives to increase work skills proficiency each semester of enrollment.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Create S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, Timely) learning objectives that help them increase performance, efficiency, and enhancement of skills in the workplace.
Outcome 2	Apply 21st-Century Work Skills on the job site, such as Adaptability, Self-Awareness, Digital Fluency, Communication, Collaboration, Empathy, Analysis/Solution Mindset, Resilience, Entrepreneurial Mindset, Social/Diversity Awareness.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	Participation in student/instructor/supervisor consultations to discuss student learning objectives, progress, and final evaluation of student performance.
Collaborative/Team	Creation of S.M.A.R.T. work-based learning objectives to further discuss with supervisor.
Discussion	Email, in-person, and online discussions related to course content.

Other (Specify)	Monitor and submit completion of required Title 5 documentation, student progress of learning objectives, and required hours based on units enrolled.
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Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Tests/Quizzes/Examinations	One-time class introduction video and syllabus quiz to ensure students are enrolled in the correct work experience course and the correct number of units based on job duties, student's educational/occupational goal, and hours worked.	Out of Class Only
Written homework	One-time required application form to meet Title 5 guidelines.	Out of Class Only
Written homework	Monthly online module lectures to prepare students for required meetings and consultations.	Out of Class Only
Written homework	One-time personal development written report to expand workforce marketability.	Out of Class Only
Student participation/contribution	Coordination and attendance of required consultations with student, instructor, and supervisor.	Out of Class Only
Student participation/contribution	Monthly completion of required time sheets and total hours required based on number of units enrolled.	Out of Class Only
Student participation/contribution	Monthly performance of learning objectives and application of 21st-Century Work Skills.	Out of Class Only

Assignments
Other In-class Assignments

N/A

Other Out-of-class Assignments

1. Review Class Introduction Video and syllabus to ensure enrollment in the correct Work Experience course and correct number of units based on hours worked per Title 5 guidelines.
2. Complete knowledge quiz.
3. Submit required application form and time sheets per Title 5 guidelines.
4. Write, accomplish, and evaluate three S.M.A.R.T. work-based learning objectives.
5. Arrange and attend meeting(s) with instructor to discuss learning objectives, course content, expectations, and progress of learning objectives.
6. Arrange and attend job site meeting(s) with employer/supervisor to discuss learning objectives, evaluation, and complete appropriate Title 5 documentation.
7. Complete and submit a personal development assignment.
8. Write a 2-3-page self-reflective report.
9. Repeating students will create new and expanded objectives that are more complex and at a higher level of competency than previous course.
10. Repeating students will select a different personal development assignment than previous course.

Grade Methods

Letter Grade Only

MIS Course Data
CIP Code

52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Occupational Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

Yes

Repeatability Limit

3X

Repeat Type

Work experience

Justification

Title 5, § 55256.5 Work Experience credit

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

04/21/2022

Academic Senate Approval Date

04/28/2022

Board of Trustees Approval Date

06/16/2022

Chancellor's Office Approval Date

06/18/2022

Course Control Number

CCC000632401