

**Miami-Dade Community College**  
**OST1949: Co-operative Work Experience 1: OFC**

**Course Description:**

This is a course designed to provide training in a student's field of study through work experience. Students are graded on the basis of documentation of learning acquired as reported by student and employer. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration.

*3 credits*

**Pre-Requisite:** Department Permission.

**Course Competencies**

Competency 1: The student will integrate assignments with actual work environment and experience by

- a. Completing written assignments and present them in the group meetings.
- b. Learning about a variety of work settings from listening to and participating in group meetings.
- c. Demonstrating understanding of organizational culture and design by defining the theory and applying it your own individual work environment.

Competency 2: The student will gain understanding of employability skills by

- a. Assessing their own strengths and weaknesses, their skills, knowledge and abilities through various exercises and activities.
- b. Identifying various job search methods and what employers expect from employees.
- c. Demonstrating knowledge of application forms by reading and following instructions in completing sample applications.

Competency 3: The student will demonstrate knowledge of the job market and job market trends by

- a. Performing a job market trend study by researching the Internet.
- b. Exploring current job opportunities through various job search methods.

Competency 4: The student will develop necessary skills to search for a job by

- a. Performing a job search on the Internet and in the newspaper career classifieds.
- b. Identifying and utilizing various job search methods including networking, the Internet, employment agencies and the employment classifieds.
- c. Identifying sources of employment opportunities.

Competency 5: The student will be able to demonstrate knowledge of interviewing skills and interview for success by

- a. Learning and utilizing interviewing techniques through practicing interviewing skills via role-play and virtual on-line interviews.
- b. Demonstrating appropriate professional behavior, both oral and non-verbal, in job interview situations.
- c. Identifying appropriate professional business attire for interviewing and displaying professional attire during presentation.

Competency 6: The student will be able to develop record management skills by

- a. Tracking job leads and interviews.
- b. Following up on job leads.

Competency 7: The student will be able to demonstrate knowledge of human relations skills by

- a. Developing, practicing and enhancing effective communication skills through class participation and oral presentations.
- b. Performing communication activities through oral and written avenues, participation, role-playing and presentations.
- c. Developing and enhancing team and leadership skills through various assignments.

Competency 8: The student will be able to demonstrate employability skills by

- a. Preparing, outlining and developing a personal employability skills portfolio including a resume, cover letter, thank you letter, references and a letter of resignation.
- b. Preparing, practicing and delivering an oral presentation of the employability skills portfolio documentation.

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.

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