

Miami-Dade Community College
OST2949 - Co-operative Work Experience 2: 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.

3 credits

Pre-Requisite: OST1949 and Department permission.

Course Competencies

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

- a. Completing written assignments and presenting 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 cultural diversity by defining the theory and applying it individual work environments.

Competency 2: The student will gain understanding of human resources by

- a. Studying important Human Resources laws and principles through various exercises and activities.
- b. Learning about the laws that govern employment.
- c. Demonstrating knowledge of these laws by case study analysis.

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 workplace skills by

- a. Identifying and analyzing skills necessary to perform various functions in a company/organization.
- b. Identifying and utilizing business-networking opportunities and fostering such business partnerships.
- c. Identifying sources of improving business and work efficiency.

Competency 5: The student will develop management skills by

- a. Studying and defining various management theories.
- b. Identifying personal management style and assessing personal strengths and weaknesses.
- c. Setting management goals and designing a plan to empower employees.

Competency 6: The student will demonstrate knowledge of human relations skills by

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

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.