Miami Dade College

Course Description

CIS1949 | Co-op Work Experience 1: CIS | 1.00 – 4.00 credits

This course is designed as a work experience for students majoring in computer information systems programs. Students will learn to apply the skills and knowledge that they have acquired through their program of study in a real work environment. Prerequisite: Successful completion of required program coursework. Department approval is required.

Course Competencies:

Competency 1: The student will demonstrate knowledge of workplace practices and procedures by:
1. Using the tools provided by the organization to complete assigned projects
2. Complying with the organization's standard operating procedures
3. Observing security and confidentiality issues related to the organization and its business practices

Competency 2: The student will demonstrate knowledge of the specific IT skills-sets employed in a workplace environment by:
1. Analyzing work requirements
2. Selecting and implementing appropriate solutions
3. Executing and completing assignments
4. Following organizational procedures in the execution of assignments
5. Practicing problem-solving skills to address technical problems in complex, real-world settings
6. Documenting processes and results of assigned projects

Competency 3: The student will demonstrate knowledge of workplace professionalism by:
1. Performing tasks assigned by a supervisor according to organizational standards and practices
2. Generating a journal that documents the daily work schedule, tasks, and experiences
3. Writing reflections documenting specific learnings acquired from workplace experiences
4. Maintaining a time log document
5. Practicing professional appearance, demeanor, honesty, integrity, responsibility, initiative, respect, confidentiality, and ethical work habits
6. Adhering to the employee code of conduct

Learning Outcomes:
1. Communicate effectively using listening, speaking, reading, and writing skills
2. Formulate strategies to locate, evaluate, and apply information