

**Dakota College at Bottineau Course Syllabus
Spring Semester 2020**

Course Prefix/Number/Title: CIS 297 Co-Operative Education Computerized Office Management

Number of credits: 3 semester hours

Course Description: Students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 45 hours of work is required to earn one credit. A grade of satisfactory/unsatisfactory is given by the faculty.

Pre-/Co-requisites: : Instructor approval; 2.00 GPA

Course Objectives: Students combine course learning with practical, professional work experiences in their chosen field of study. The employer does an evaluation of the work experience; the faculty advisor supervises the students; the students are required to complete a project assigned by the faculty advisor. A minimum of 45 hours of work is required to earn on credit. A grade of satisfactory/unsatisfactory is given by the faculty

Instructor: Trisha Nelson

Office: Model Hall, MiSU Campus, Room 311

Office Hours: M, T, W 11:00-noon; T, Th noon-2:00

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Email: trisha.nelson@ndus.edu

Lecture/Lab Schedule: By arrangement

Textbook(s):

Course Requirements: Obtain relevant work experience which is mutually agreed upon by the student, instructor and employer. Description of Assignment/Assessment: Work Experience: Students must work a minimum of 45 hours in an approved work environment to earn one credit.

Before Work Documents: Student must submit an enrollment form and co-op learning agreement prior to starting work in the beginning of the semester.

During Work Documents: Students must submit an hourly log of time worked, to be signed by their supervisor.

Post Work Documents: Students must complete and submit two self-assessment documents. Students must obtain and submit two evaluation forms from their supervising instructor.

Tentative Course Outline:

- Demonstrate work habits and work ethics by completing the required learning agreement, activities and learning objectives at the work place
- Verbally demonstrate a working knowledge of chosen profession or field.

General Education Goals/Objectives:

Relationship to Campus Theme: The course focuses on knowledge and application of technology.

Classroom Policies:

- Students are required to complete all class activities.
- Attendance is required. Absences and arrangements must be made with the instructor prior to class time.
- Bring textbooks, electronic storage devices, and writing tools to each class.
- The instructor reserves the right to remove anyone causing disruptions or showing disrespect to others. The instructor will interpret and declare what is considered disruptive or disrespectful behavior.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred.

Disabilities and Special Needs:

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact your instructor and the Learning Center as early as possible during the beginning of the semester.