# Course Information Form (CIF)

**Course Code:** BUS 250

**Course Title:** Business Work Experience I

**Department:** Business/Computer Science and Technologies
**Effective Date:** Summer 2026
**PCS Code:** 1.2 - Occupational/Technical Instruction
**CIP Code:** 52.9998
**Repeatability:** 0

## Credit Hours

**Catalog Notation:** 0-20-2
**Credit Hour Distribution:**

| Lecture: 0 | Lab: 20 | Clinical: 0 | **Total: 2** |
|---|---|---|---|

## General Course Information

### Catalog Description

Students obtain 300 hours work experience to utilize their studies, expand their perception of work environment, and gain practical experience.

### General Course Objectives

Students will demonstrate their ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively while gaining practical work experience.

### Minimum Placement Levels

| English | Reading | Math |
|---|---|---|
| None | Placement out of CCS 099 | None |

### Prerequisites

Completion of 30 credit hours in the program

### Methods of Evaluation

Students must be working. They must submit weekly work hours and complete the required number of hours by the end of the semester. Students are also given assignments related to their program area and job which guide them to better understanding of "real world" experience.

### Instructional Materials and Additional Supplies

None.

## Course Content

### General Learning Outcomes (GLOs)

- Creativity and Innovative Thinking: Students will design, present, and interpret materials, information, and ideas in innovative ways.
- Critical Thinking and Information Literacy: Students will demonstrate the ability to evaluate perspectives, evidence, and implications, and to locate, assess, and use information effectively.

### Course Segments and Student Learning Outcomes

| Course Segment | Learning Outcomes | Lecture Hours | Lab Hours | Clinical Hours |
|---|---|---|---|---|
| Work Hours | 1. Attend orientation in the job and working processes for the industry selected.<br>2. Perform duties as assigned by their supervisor which apply classroom experiences to the industry selected.<br>3. Evaluate their work experience site as a learning environment.<br>4. Obtain completed evaluation forms from their supervisor critiquing their performance. | 0 | 300 | 0 |

### Total Contact Hours

| Lecture Hours | Lab Hours | Clinical Hours |
|---|---|---|
| 0 | 300 | 0 |