

## **COPBCY - BUSINESS OCCUPATIONS COOPERATIVE CLASS**

Year Course

Grade 12

.5 Credit

Prerequisite: Two courses  
in this department

This senior-level course is designed for students interested in a school-day work experience their senior year. Topics covered include career opportunities, career decision-making process, human relations in the workplace (teamwork, leadership, ethics, sexual harassment, attitude), communications (listening, speaking, writing), legal aspects of employment (payroll, unions), and job-seeking skills.

This is a required course for participation in the co-op work experience.

## **COPBWC - BUSINESS OCCUPATIONS COOPERATIVE JOB**

Year Course

Grade 12

1 Credit

Prerequisite: See Below

**Prerequisite: Computer Applications 1 and simultaneous enrollment in COPBCY.**

Students are able to apply classroom skills by participating in a work-release program.

Students enrolled in course COPBWC must obtain a job in a business-related career area:

**Administrative:** Clerk Typist, Receptionist, Word Processor

**Marketing:** Cashier, Customer Service, Stockperson, Advertising, Display Person, Real Estate, Advertising, Media

**Management Information Systems:** Data Entry, File Clerk, Computer Programmer, Systems Technician

**Accounting/Financial:** Bank Teller, Accounting Assistant, Insurance

Note: Students can elect to take the classroom portion (COPBCY) without participating in the job site portion (COPBWC). Students must take the classroom portion if they elect to participate in the job site portion.