BOT 99.1I Course Outline as of Summer 2010

CATALOG INFORMATION

Dept and Nbr: BOT 99.11 Title: ADMIN. ASSISTANT INTERN Full Title: Business Office Tech Occupational Work Experience Internship Last Reviewed: 10/9/2023

Units	Course Hours per Week		ek I	Nbr of Weeks	Course Hours Total	
Maximum	8.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	40.00		Contact DHR	700.00
		Contact Total	40.00		Contact Total	700.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 700.00

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	25 - 16 Units Total (WrxEx only)
Also Listed As:	
Formerly:	BOT 99I.1

Catalog Description:

Administrative Assistant Occupational Work Experience Internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; prospective internship placement; and supervised employment of students that extends to the job site classroom learning that relates to the students' educational or occupational goal. Students eligible for internships will have declared a major, have completed courses in their major, or have acquired a high level of skill in their discipline, and are ready for on-the-job experience in a paid or unpaid position. Students will acquire new knowledge, skills, and abilities to prepare for a career in their chosen field.

Prerequisites/Corequisites:

Course Completion of BOT 56B and BOT 56.2 and BGN 81 and CS 65.11A (or BOT 73.10A)

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Student must complete an application, interview, placement and verification of employment because intern position must be secured prior to enrollment.

Schedule of Classes Information:

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Repeatability: 16 Units Total (WrxEx only)

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: CSU GE:	Area Transfer Area	1		Effective: Effective:	Inactive: Inactive:
IGETC:	Transfer Area	1	Effective:	Inactive:	
CSU Transfer	:Transferable	Effective:	Summer 2004	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

- 1. Develop, achieve, and assess discipline-specific work-based learning objectives.
- 2. Use self-reflective and critical analysis to evaluate a job site experience.

3. Research and analyze resume writing formats; assess discipline specific skills of a targeted career; write a discipline-specific resume.

4. Assess discipline-specific classroom learning and apply applicable skills to meet requirements at job site.

- 5. Research career information.
- 6. Keep accurate records of employment.

7. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

Topics and Scope:

- 1. Work-based learning objectives
 - a. Self-assessment

- b. Format
- c. Measurement
- d. Evaluation
- 2. Written report
 - a. Format
 - b. Grammar and organization
 - c. Focus
 - d. Reflective analysis
- 3. Resume
 - a. Research
 - b. Analysis
 - c. Skills assessment measurement
 - d. Career objective
 - e. Format
 - f. Organization
 - g. Education and experience
 - h. Skills and qualifications
- 4. Job site skills
 - a. Classroom preparation
 - b. Job site requirements
- 5. Job and career research
 - a. Employer panel discussions, personal skill sets, job search strategies
 - b. Informational interviews and job shadows
- 6. Accurate record keeping and timely reporting of hours worked
- 7. Repeating students
 - a. Develop new more complex discipline specific learning objectives
 - b. Measure/evaluate work site performance

Assignment:

- 1. Write, accomplish, and evaluate 4 measureable work-based learning objectives.
- 2. Select and attend 4 hours of seminars or activities, or complete a project.
- 3. Develop or revise resume.
- 4. Write a 2-page reflective report.
- 5. Keep accurate records of hours worked per week.
- 6. Meet with instructor and job supervisor at least one time.

7. Repeating students will create new objectives that are more complex and at a higher level of competency.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Term papers, reflective report, resume, and objectives

Writing 10 - 15%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Field work, completion of objectives

Exams: All forms of formal testing, other than skill performance exams.

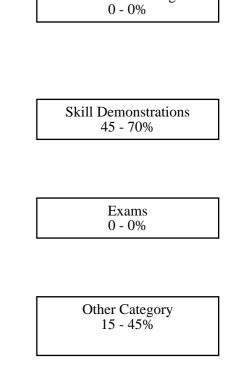
None

Other: Includes any assessment tools that do not logically fit into the above categories.

Instructor evaluation, analysis of seminars, activities or project, and hours worked

Representative Textbooks and Materials:

Intern Handbook and other career related materials prepared by instructor.



Problem solving