

BAD 99 Course Outline as of Fall 2013

CATALOG INFORMATION

Dept and Nbr: BAD 99

Title: BUS ADMIN OCC WORK EXP

Full Title: Business Administration Occupational Work Experience

Last Reviewed: 2/7/2022

| Units | | Course Hours per Week | | 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 (WrxE only)

Also Listed As:

Formerly:

Catalog Description:
Business Administration Occupational Work Experience is supervised employment of students that extends classroom learning to the job site and relates to the student's educational or occupational goal. The course is for students who work in a job that is related to their chosen course of study.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:
Students must have a job in a licensed business that is directly related to their educational or occupational goal. Units earned are based on hours worked during the term.

Schedule of Classes Information:
Description: Business Administration Occupational Work Experience is supervised employment of students that extends classroom learning to the job site and relates to the student's educational or occupational goal. The course is for students who work in a job that is related to their chosen course of study. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Students must have a job in a licensed business that is directly related to their educational or occupational goal. Units earned are based on hours worked during the term.

Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxE only)

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| | | | | | |
|----------------------|----------------------|------------|-------------|------------|-----------|
| AS Degree: | Area | | | Effective: | Inactive: |
| CSU GE: | Transfer Area | | | Effective: | Inactive: |
| IGETC: | Transfer Area | | | Effective: | Inactive: |
| CSU Transfer: | Transferable | Effective: | Spring 1999 | Inactive: | Fall 2022 |
| UC Transfer: | | Effective: | | Inactive: | |

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

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

1. Identify and demonstrate productive 21st Century Work Skills and professional standards.
2. Research discipline-specific job skills and career development information.
3. Develop and assess discipline-specific, work-based learning objectives.
4. Use self-reflective and critical analysis to evaluate a job site experience.
5. Keep accurate records of employment.
6. Repeating students must demonstrate increased depth and breadth of work skills proficiency at their worksite with new learning objectives.

Topics and Scope:

1. 21st Century Work Skills
 - a. Communication
 - b. Customer Service
 - c. Time management
 - d. Interpersonal skills
 - e. Honesty/Integrity
 - f. Motivation/Initiative
 - g. Professionalism/Work Ethic
 - h. Teamwork
 - i. Analytical Skills
 - j. Flexibility/Adaptability
 - k. Technology
 - l. Job Knowledge
 - m. Leadership

2. Seminars and online activities
 - a. Career research
 - b. Resume and cover letter
 - c. Informational interviewing
 - d. 21st Century Work Skills topics
 - e. Career Center resources
3. Work-based learning objectives
 - a. Self-assessment
 - b. Format
 - c. Measurement
 - d. Evaluation
 - e. Job skill improvement related to discipline and career
4. Written report
 - a. Format
 - b. Grammar and organization
 - c. Focus
 - d. Reflective analysis
5. Accurate record keeping and timely reporting of hours worked
6. Repeating students
 - a. Complete a new self assessment of 21st Century work skills
 - b. Develop new work based learning objectives
 - c. Measure/evaluate work site performance

Assignment:

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

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| Reflective report and objectives |
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| Writing 10 - 25% |
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

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| None |
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| Problem solving 0 - 0% |
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

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| Field work, completion of objectives | Skill Demonstrations 50 - 65% |
| Exams: All forms of formal testing, other than skill performance exams. | |
| None | Exams 0 - 0% |
| Other: Includes any assessment tools that do not logically fit into the above categories. | |
| Instructor evaluation; orientation; activities; analysis of seminars, activities, or project; hours worked | Other Category 15 - 30% |

Representative Textbooks and Materials:
 Work Experience Handbook, DVD, and seminar materials