BOT 99.1I Course Outline as of Fall 2018

CATALOG INFORMATION

Dept and Nbr: BOT 99.1I Title: ADMIN. ASSISTANT INTERN
Full Title: Administrative Assistant Work Experience Internship
Last Reviewed: 10/9/2023

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	34.50		Contact DHR	603.75
		Contact Total	34.50		Contact Total	603.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00 Total Student Learning Hours: 603.75

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 assistance; and supervised employment of students that extends to the job site. Students will apply classroom learning to their internship as it 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 position (75 hours/unit). Students will acquire new knowledge, skills, and abilities to prepare for a career in Administrative Assistant.

Prerequisites/Corequisites:
Course Completion BGN 110, CS 60.11A, and CS 61.11A

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

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

Schedule of Classes Information:
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Prerequisites/Corequisites: Course Completion BGN 110, CS 60.11A, and CS 61.11A
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment: Student must complete an interview, placement and verification of employment because intern position must be secured prior to enrollment.
Transfer Credit: CSU;
Repeatability: 16 Units Total (WrxEx 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:	Summer 2004	Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Demonstrate application of administrative assistant skills and knowledge at the job site.
2. Write a resume targeted to a discipline-specific career that includes the new skills acquired in the internship.
3. Demonstrate improvement of administrative assistant job skills at the job site.

Objectives:
Upon completion of the course, students will be able to:
1. Develop, achieve, and assess administrative assistant 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 administrative assistant 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:

I. Work-Based Learning Objectives
   A. Self-assessment
   B. Format
   C. Measurement
   D. Evaluation
II. Written Report
   A. Format
   B. Grammar and organization
   C. Focus
   D. Reflective analysis
III. Resume
   A. Research
   B. Analysis
   C. Skills assessment measurement
   D. Career objective
   E. Format
   F. Organization
   G. Education and experience
   H. Skills and qualifications
IV. Job Site Skills
   A. Classroom preparation
   B. Job site requirements
V. Job and Career Research
   A. Employer panel discussions, personal skill sets, job search strategies
   B. Informational interviews and job shadows
VI. Accurate Record Keeping and Timely Reporting of Hours Worked
VII. 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. Arrange and prepare for meeting 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.

Reflective report, resume, and work-based learning objectives	Writing 10 - 15%

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

None	Problem solving 0 - 0%

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

Completion of work-based learning objectives	Skill Demonstrations 45 - 70%

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.

Participation, analysis of seminars, activities or project, and hours worked	Other Category 15 - 45%

Representative Textbooks and Materials:
Intern Handbook and other career related materials prepared by instructor.