

BOT 99.2I Course Outline as of Fall 2023

CATALOG INFORMATION

Dept and Nbr: BOT 99.2I Title: BOOKKEEPER INTERN

Full Title: Bookkeeper 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 | 1.00 | 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 (WrxE only)

Also Listed As:

Formerly: BOT 99I.2

Catalog Description:
Internships are an opportunity for students to receive college credit for working in a position related to their field of study in bookkeeping. Students will set learning goals, receive job coaching, and resume instruction. 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. Students are responsible for securing a position before they enroll in the course. Credit for work is determined by hours worked within the semester: 75 paid hours or 60 non-paid hours equals one unit.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:
Student must secure a position prior to enrollment.

Schedule of Classes Information:
Description: Internships are an opportunity for students to receive college credit for working in a position related to their field of study in bookkeeping. Students will set learning goals, receive

job coaching, and resume instruction. 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. Students are responsible for securing a position before they enroll in the course. Credit for work is determined by hours worked within the semester: 75 paid hours or 60 non-paid hours equals one unit. (Grade Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment: Student must secure a position prior to enrollment.

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: 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 bookkeeping specific skills and knowledge at the employment site.
2. Write a resume targeted to their discipline-specific career that includes the new skills acquired in the internship.

Objectives:

At the conclusion of this course, the student should be able to:

1. Develop, achieve, and assess bookkeeping-specific skills and apply them to work-based learning goals.
2. Assess bookkeeping-specific classroom learning and apply applicable skills to meet requirements of the employment site.
3. Assess new skills learned in the internship and apply to a resume.
4. Keep accurate records of employment.
5. Demonstrate increased depth and breadth of work goals at their worksite with new learning goals, if they are repeating students.

Topics and Scope:

- I. Work-Based Learning Goals
 - A. Self-assessment of strengths

- B. Measurement
- C. Evaluation
- II. Job Site Skills
 - A. Job site requirements
- III. Career Development
 - A. Exploration of future career goals
- IV. Record Keeping
- V. Repeating Students
 - A. Develop new more complex discipline specific learning goals
 - B. Measure/evaluate work site performance

Assignment:

1. Attend an orientation with instructor
2. Write, complete, and evaluate measurable work-based learning goals
3. Select, attend, and evaluate seminars/activities, and/or complete a project
4. Develop or revise resume
5. Write reflective report (2-3 pages)
6. Keep accurate records of hours worked per week
7. Meet with instructor and job supervisor for work-based learning goals evaluation, as well as periodically as required
8. Repeating students will create new work-based learning goals 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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| Work-based learning goals; resume; reflective report |
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| Writing 10 - 35% |
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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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| Completion of work-based learning goals |
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| Skill Demonstrations 40 - 65% |
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Exams: All forms of formal testing, other than skill performance exams.

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| None |
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| Exams 0 - 0% |
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Other: Includes any assessment tools that do not logically fit into the above categories.

Orientation; seminars/activities/workshops, or project;
record hours worked; evaluation of work-based learning
goals; evaluation with instructor and job supervisor

Other Category
15 - 35%

Representative Textbooks and Materials:

Instructor prepared materials