BOT 99.2I Course Outline as of Fall 2016

CATALOG INFORMATION

Dept and Nbr: BOT 99.21 Title: BOOKKEEPER INTERN Full Title: Bookkeeper Internship Last Reviewed: 10/9/2023

Units		Course Hours per Wee	ek N	br 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.2

Catalog Description:

Bookkeeper Occupational Work Experience Internship offers job readiness preparation; job seeking and coaching; application, resume, and interviewing instruction; screening; prospective internship guidance; and supervised employment. Students will apply classroom learning to related work experience in the field of Bookkeeping. 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 expected to perform 75 hours of internship time for each unit of course credit. Students will acquire new knowledge, skills, and abilities to prepare for a career in the field of Bookkeeping.

Prerequisites/Corequisites:

Course Completion or Current Enrollment in BBK 51 and BGN 81 and BGN 110 and CS 60.11A

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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Recommended: Eligibility for ENGL 100 or ESL 100

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Repeatability: 16 Units Total (WrxEx only)

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: CSU GE:	Area Transfer Area	ı		Effective: Effective:	Inactive: Inactive:
IGETC:	Transfer Area	l	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 discipline-specific 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 discipline-specific job skills at the job site.

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:

- 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 bookkeeping 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 reflective report.
- 5. Keep accurate records of hours worked per week.
- 6. Arrange and prepare for a meeting with instructor and job supervisor twice during the semester.

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

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.

Completion of work-based learning objectives

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

None

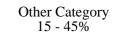
Other: Includes any assessment tools that do not logically fit into the above categories.

Participation, 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 0 - 0% Skill Demonstrations 45 - 70% Exams 0 - 0%



Writing 10 - 15%

2070