

Course Outline of Record

1. Course Code: BUMA-095A
2.
 - a. Long Course Title: Business Management Work Experience
 - b. Short Course Title: BUS MGMT WORK EXPER
3.
 - a. Catalog Course Description:

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of one to eight units per semester for a maximum of sixteen units (combined total of all Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours per unit earned. This type of work experience is available to students whose job and educational or occupational goals are directly related to Business Management.
 - b. Class Schedule Course Description:

This work experience course of supervised employment is designed to assist students to acquire desirable work habits and skills. Students must work 75 paid hours or 60 non-paid hours/unit
 - c. Semester Cycle (if applicable): *N/A*
 - d. Name of Approved Program(s):
 - ADMINISTRATIVE OFFICE ASSISTANT Certificate of Achievement
 - ADMINISTRATIVE OFFICE PROFESSIONAL Certificate of Achievement
 - COMPUTER INFORMATION SYSTEMS AS Degree for Employment Preparation
 - COMPUTER INFORMATION SYSTEMS Certificate of Achievement
4. Total Units: 1.00-8.00 Total Semester Hrs: 60.00-600.00
 Lecture Units: 0 Semester Lecture Hrs: 0
 Lab Units: 1-8.00 Semester Lab Hrs: 60.00-600.00
 Class Size Maximum: 23 Allow Audit: No
 Repeatability Work Experience per Title 5 §55253
 Justification Maximum of 16 total Work Experience units (per Title 5, 55253). Learning objectives will be different for each enrollment.
5. Prerequisite or Corequisite Courses or Advisories:

Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)
N/A
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)* *N/A*
7. Entrance Skills: *Before entering the course students must be able:*
 - a. Acquire a job or internship.

8. Course Content and Scope:

Lecture:

N/A

Lab: *(if the "Lab Hours" is greater than zero this is required)*

1. Planned learning objectives for individual students based on job learning stations that include:
 - A. Tasks to be accomplished
 - B. How the task will be accomplished
 - C. How the tasks will be evaluated (measured) and by whom
 - D. When the tasks will be completed
2. Communication responsibilities with instructors/coordinators and employers will be the students.

9. Course Student Learning Outcomes:

1.

Given the task of writing three learning objectives based on work related duties, demonstrate competent and appropriate completion of each objective which increases performance, improves efficiency and enhances skills in the workplace.

2.

Given normal tasks based on actual working conditions, demonstrate competent and appropriate employment soft skills.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Demonstrate employment skills under actual working conditions.
- b. Apply career goals of classroom theory to real life experience.
- c. Demonstrate an increase in self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
- d. Demonstrate an understanding of their own abilities in the work environment.
- e. Explain an understanding of human relations.
- f. Demonstrate an understanding of how to approach the job market.
- g. Apply work experience education on future job applications.
- h. Develop new or expanded job objectives each semester of enrollment.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

Other Methods:

a. Conferences with students. b. Development of measurable learning objectives with the employer/supervisor that are specific to the job. c. Development of a training agreement between the employer and student.

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 0

Outside Class Hours: 0

a. In-class Assignments

-

b. Out-of-class Assignments

1. Development of measurable learning objectives with the employer/supervisor that are specific to the job.
2. Confer with instructor/coordinator on final learning objectives.
3. Arrange appointment to meet together with the employer/supervisor and instructor/coordinator to discuss objectives and other issues and to sign the training agreement.
4. Reflection paper (length and content to be determined).
5. Self-evaluation by the student based on the training agreement.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

• Other

- a. Hours worked. b. Performance on the learning objectives. c. Attendance at scheduled conferences and orientation. e. Completion and timelines of paperwork f. On-site visit by the instructor/coordinator.

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

BUMA 095A-Business Management Work Experience

Apply critical thinking skills to execute daily duties in their area of employment.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

16. Comparable Transfer Course

| University System | Campus | Course Number | Course Title | Catalog Year |
|-------------------|--------|---------------|--------------|--------------|
|-------------------|--------|---------------|--------------|--------------|

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

| Material or Item | Cost Per Unit | Total Cost |
|------------------|---------------|------------|
|------------------|---------------|------------|

19. Provide Reasons for the Substantial Modifications or New Course:

Periodic Review

20. a. Cross-Listed Course (Enter Course Code): *N/A*
b. Replacement Course (Enter original Course Code): *N/A*

21. Grading Method (choose one): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000573048
b. T.O.P. Code [CB03]: 50100.00 - Business and Commerce, Ge
c. Credit Status [CB04]: D - Credit - Degree Applicable
d. Course Transfer Status [CB05]: B = Transfer CSU
e. Basic Skills Status [CB08]: 2N = Not basic skills course
f. Vocational Status [CB09]: Clearly Occupational
g. Course Classification [CB11]: Y - Credit Course
h. Special Class Status [CB13]: N - Not Special
i. Course CAN Code [CB14]: *N/A*
j. Course Prior to College Level [CB21]: Y = Not Applicable
k. Course Noncredit Category [CB22]: Y - Not Applicable
l. Funding Agency Category [CB23]: Y = Not Applicable
m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): ADMINISTRATIVE OFFICE ASSISTANT,ADMINISTRATIVE OFFICE PROFESSIONAL,COMPUTER INFORMATION SYSTEMS,COMPUTER INFORMATION SYSTEMS

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 125

Third Year: 125

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

BUMA 095A-Business Management Work Experience

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Brian Thompson Origination Date 09/20/17