

Course Outline

COURSE: BOT 190 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2016 **CURRICULUM APPROVAL DATE:** 10/12/2015

SHORT TITLE: OCC WK EX-BOT

LONG TITLE: Occupational Work Experience, Business Office Technology

| <u>Units</u> | <u>Number of Weeks</u> | <u>Type</u> | <u>Contact Hours/Week</u> | <u>Total Contact Hours</u> |
|--------------|------------------------|-------------|---------------------------|----------------------------|
| 1 TO 4 | 18 | Lecture: | 0 | 0 |
| | | Lab: | 3.33 TO 16.66 | 59.94 TO 299.88 |
| | | Other: | 0 | 0 |
| | | Total: | 3.33 TO 16.66 | 59.94 TO 299.88 |

COURSE DESCRIPTION:

Occupational work experience for students who have a job related to their major. A training plan is developed cooperatively between the employer, college, and student. (P/NP grading) 75 hours per semester paid work = 1 unit. 60 hours non-paid (volunteer) work per semester = 1 unit. Student repetition is allowed per Title 5 Section 55253. Minimum 2.00 GPA. **REQUIRED:** Declared vocational major.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: R - Course may be repeated

Maximum of 16 Units

SCHEDULE TYPES:

20 - Work experience credits

STUDENT LEARNING OUTCOMES:

1. The student will increase job skills in at least one of the following transferable skill sets: Communication, Research and Planning, Human Relations, Organization, Management and Leadership, Work Survival

Measure: Observation, oral or written report

ILO: 1,2,4,6

GE-LO: GE-LO

Year assessed or anticipated year of assessment: 2013

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 10/12/2015

METHODS OF INSTRUCTION:

Seminar discussions, individual conferences, term assignments, lab

METHODS OF EVALUATION:**REPRESENTATIVE TEXTBOOKS:**

Required:

Cooperative Work Experience Handbook provided by instructor no cost to student.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 199370

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education: Y

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: BOT

CSU Crosswalk Course Number: 190

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000333995

Sports/Physical Education Course: N

Taxonomy of Program: 051400