

## BUSAD50 : Business Internship

### General Information

Author:	<ul style="list-style-type: none"><li>Sophia Possidon</li><li>Kachatourian, Daron</li><li>Zakaria, Marisa</li><li>Bender, Jason</li></ul>
Attachments:	DE Addendum_BUSAD_050 COR_09_01_2020 CoDE_09_26_2023.pdf
Course Code (CB01) :	BUSAD50
Course Title (CB02) :	Business Internship
Department:	BUSAD
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0501.00) Business and Commerce, General
CIP Code:	(52.0101) Business/Commerce, General.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000583857
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	BUSAD 50 is a discipline-specific course, which allows students to earn from 1-3 units for structured, supervised work on-campus or off-campus in the field of Business/Entrepreneurship under the supervision of a faculty advisor. It is designed to provide students with hands-on, discipline-linked work experience that will extend their knowledge and understanding of career demands in Business Administration/Entrepreneurship. Note: This course is Pass/No Pass only. Note: This course may be taken four times; a maximum of 12 units may be earned. Students must arrange an approved internship prior to enrolling in this class.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"><li>Credit</li></ul>
Mode of Delivery:	
Author:	
Course Family:	

### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"><li>Business</li></ul>
Alternate Discipline:	<ul style="list-style-type: none"><li>Computer Information Systems (Computer network installation, microcomputer technology, computer applications)</li></ul>
Alternate Discipline:	<ul style="list-style-type: none"><li>Law</li></ul>

## Course Development

### Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

### Course Special Class Status (CB13)

Course is not a special class.

### Pre-Collegiate Level (CB21)

Not applicable.

### Grading Basis

- Pass / No-Pass Only

### Course Support Course Status (CB26)

Course is not a support course

## General Education and C-ID

### General Education Status (CB25)

Not Applicable

### Transferability

Transferable to CSU only

### Transferability Status

Approved

## Units and Hours

### Summary

**Minimum Credit Units (CB07)** 1

**Maximum Credit Units (CB06)** 3

**Total Course In-Class (Contact) Hours** 54 - 162

**Total Course Out-of-Class Hours** 0 - 0

**Total Student Learning Hours** 54 - 162

### Credit / Non-Credit Options

#### Course Type (CB04)

Credit - Degree Applicable

#### Noncredit Course Category (CB22)

Credit Course.

#### Noncredit Special Characteristics

No Value

#### Course Classification Code (CB11)

Credit Course.

Variable Credit Course

#### Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3 - 9	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	0
Laboratory	54 - 162
Studio	0

**Total** 54 - 162

**Course Out-of-Class Hours**

Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	<b>0</b>

**Time Commitment Notes for Students**

No value

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

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**Advisory**

ENGL101 - Introduction to College Reading and Composition

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**OR**

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**Advisory**

ESL151 - Reading And Composition V

**Objectives**

- Compose a 500 to 550-word essay which: summarizes and cites appropriately a reading passage; includes a clear thesis statement; uses evidence to support the thesis; shows clear organization into an introduction, body, and conclusion.
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## Entry Standards

Entry Standards

Write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist.

## Course Limitations

Cross Listed or Equivalent Course

No value

## Specifications

### Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Laboratory
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Methods of Instruction	Multimedia
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Methods of Instruction	Demonstrations
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Methods of Instruction	Field Activities (Trips)
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### Out of Class Assignments

- Journal (e.g. documentation of duties performed)
- Written assignments (e.g. research of industry-specific educational requirements)
- Final resume
- Final project (e.g. professional portfolio)

### Methods of Evaluation

### Rationale

Other

Internship facility supervisor's evaluation of student

Report

Reports (e.g. weekly reports of reflections on internship experience)

Evaluation

Student self-evaluation (e.g. self-assessment of internship performance)

### Textbook Rationale

No textbook

### Textbooks

Author	Title	Publisher	Date	ISBN
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No Value	No Value	No Value	No Value	No Value
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### Other Instructional Materials (i.e. OER, handouts)

No Value

### Materials Fee

No value

## Learning Outcomes and Objectives

### Course Objectives

Describe the professional and educational minimum qualifications for employment and advancement within the target career/discipline.

Demonstrate effective professional practices and soft skills of a specific career/discipline.

Demonstrate basic occupational competencies (knowledge, skills, and abilities) required for employment in the target career/discipline.

Analyze personal performance of specific skills related to the target career/discipline.

Compose a resume.

### SLOs

**Demonstrate basic occupational competencies required for employment in the target career/discipline.** Expected Outcome Performance: 70.0

*ILOs*  
Core ILOs

Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions; cultivate creativity that leads to innovative ideas.

Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural, and personal contexts within or across multiple modes of communication.

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

<i>BUSAD</i> General Business - A.S. Degree Major	Analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance.
	Recognize, analyze, and assess current economic challenges facing global and domestic businesses.
	Understand and apply the four P's of marketing, business law, investments, management, and marketing.
<i>BUSAD</i> General Business - Certificate	Analyze, evaluate, and explain business problems using basic concepts and terminology of accounting and finance.
	Recognize, analyze, and assess current economic challenges facing global and domestic businesses.
	Understand and apply the four P's of marketing, business law, investments, management, and marketing.
<i>BUSAD</i> Human Resources Assistant	Apply the principles and methods involved in the recruitment, selection and placement of employees with regard to affirmative action programs, training, experience and aptitudes.
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT - Certificate	Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.
	Identify knowledge of medical terminology within the body system
	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.
<i>MOA</i> ADMINISTRATIVE MEDICAL ASSISTANT A.S. Degree Major	Communicate effectively with patients, physicians, and co-workers and serve as a liaison between the physician and others.
	Identify knowledge of Medical terminology within the human body system
	Perform administrative duties such as scheduling appointments, maintaining patient records (paper and electronic), and utilization of computer software.
<i>BUSAD</i> Marketing - A.S. Degree Major	Develop a basic marketing plan and implement a strategy.
	Recognize and develop an appreciation for customer need.
	Understand and apply the four P's of marketing: Product, Price, Place (distribution), and Promotion.
<i>BUSAD</i> Marketing - Certificate	Develop a basic marketing plan and implement a strategy.
	Recognize and develop an appreciation for customer need.
	Understand and apply the four P's of marketing: Product, Price, Place (distribution), and Promotion.
<i>BUSAD</i> Insurance Professional	Discuss loss exposures, personal risk insurance, and types of personal insurance policies.
<i>BUSAD</i> Insurance Specialist: Property and Causality - Certificate	describe elements of a contract, insurance contracts, and conditions commonly found in property and liability insurance policies
	discuss loss exposures, personal risk insurance, and types of personal insurance policies
	learn to describe and apply insurance concepts such as principles of indemnity, valued policy, and liability limits
<i>BUSAD</i> Insurance Specialist: Property & Causality - A.S. Degree Major	describe elements of a contract, insurance contracts, and conditions commonly found in property and liability insurance policies
	discuss loss exposures, personal risk insurance, and types of personal insurance policies
	learn to describe and apply insurance concepts such as principles of indemnity, valued policy, and liability limits

## Course Content

### Lecture Content

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### Laboratory/Studio Content

**Internship (54 hours for 1 unit, 108 hours for 2 units, 162 hours for 3 units)**

- On-the-job shadowing of current employees
- Information gathering of current industry trends
- Project management, human resources, marketing, advertising, sales, and finance

**Total hours: 54-162**

### Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

#### GCC Major Requirements

No Value

#### GCC General Education Graduation Requirements

No Value

#### Repeatability

Not Repeatable

#### Justification (if repeatable was chosen above)

No Value

### Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

**Will any additional resources be needed for this course? (Click all that apply)**

No Value

**If additional resources are needed, add a brief description and cost in the box provided.**

No Value