**JCC OFFICIAL COURSE OUTLINE**

**Course number, title and credits; total time allocation**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Number | **BUA 245** | | | Credits | **3** | | | | Title | **Internship/Externship** | | | | |
|  | |  | |  |  | | | |  |  | | | | |
| Lecture/Discussion | | **45** | hrs/semester | | |  | Lab | **0** | | hrs/semester |  | Clinical | **0** | hrs/semester |

**Catalog Description and Pre- and Co-requisites (Same as taxonomy and catalog)**

Students will have meaningful work experience with an appropriate company. The company and job must be approved by the supervising faculty member.

**Knowledge, Skills and Abilities Students Acquire from this Course (Educational Objectives)**

1. Apply classroom knowledge to a job situation
2. Acquire success traits such as punctuality, follow through and work ethic
3. Develop job search skills
4. Develop maturity, confidence and self-esteem relative to job performance
5. Determine career choice
6. Develop professional skill through application

**Associate Degree Outcomes Addressed in this Course (These must appear in course syllabus.)**

Excerpt from current BUA 245 syllabus:

JCC Associate Degree Outcomes (ADO’s): The Board of Trustees of Jackson Community College has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the college. ADO #7 will be addressed in this course, which represents critical thinking.

**Units/topics of Instruction**

Job acquisition skills, job skills acquisition, resolving conflict, developing interpersonal relationships, evaluation, punctuality, follow-through, attendance career management

**Instructional Techniques and Procedures**

Work experience only

**Instructional Use of Computer or Other Technology**

This course makes use of Word and Internet

**Instructional Materials and Costs to Students**

Textbook only

**Skills and abilities students should bring to the course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | a limited amount of material |  |  | basic, pre-algebraic problems |
| Able to read | **X** | an average amount of material | Able to compute | **X** | simple algebraic problems |
|  |  | an above average amount of material |  |  | higher order mathematical problems |
|  |  |  |  |  |  |
|  |  | relatively easy material |  |  | short compositions |
| Able to read |  | moderately difficult material | Able to write | **X** | medium length compositions |
|  | **X** | technical or sophisticated material |  |  | lengthy compositions |
|  | | | | | |  |  |  |  |  |
|  | **X** | keyboard skills/familiar with computer |  |  |  |
| Able to use | **X** | computer application | Other necessary |  |  |
| technology | **X** | web navigation | abilities |  |  |
|  |  |  |  |  |  |

**The course is usually scheduled**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day: |  | Fall |  | Winter |  | Spring |
|  |  |  |  |  |  |  |
| Evening: |  | Fall |  | Winter |  | Spring |
|  |  |  |  |  |  |  |
| Online: | X | Fall | X | Winter | X | Spring |

|  |  |  |
| --- | --- | --- |
| **Prepared by: Suzanne Kiess** |  | **Date: 2-1-2011** |
| **Approved by Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved by Curr. Comm. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**(Last names, please) Form Revised 1/2/01**