

# ACCT C284: WORK BASED LEARNING

Item	Value
Top Code	050200 - Accounting
Units	4 Total Units
Hours	360 Total Hours (Other Hours 360)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

To enhance each Work Based Learning participant's opportunity for success in the field of Accounting by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal in Accounting. PREREQUISITE: Be employed or volunteer in a field related to Accounting for 5 hours per week per 1 unit of Work Based Learning. COREQUISITE: Be enrolled in a total of 7 units including Work Based Learning. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Apply and build on theoretical and practical education in the performance of work tasks in chosen field.
2. Based on self-evaluation and supervisor feedback, develop appropriate professional development and career advancement goals.

## Course Objectives

## Lecture Content

STUDENT ORIENTATION Faculty / Student Contact: Telephone/Screening Faculty / Student Meeting Application Interview Draft Performance Objectives ON-SITE VISIT WITH EMPLOYER/SUPERVISOR Employer Orientation Benefits to Students Benefits to Employer Review of Performance Objectives Employer Input Student Input Faculty Input Review of Performance Objectives Evaluation Criteria and Evaluation Procedure Identification of Specific Criteria and Documentation for Successful Completion of Performance Objectives Explanation and Review for End of the Semester Evaluation Procedure STUDENT FOLLOW-UP AND RETENTION Telephone Follow-up with Student Mail Follow-up with Student END OF THE SEMESTER EVALUATION Letter to the Student Letter and Performance Objectives to the Employer Performance Objectives Returned by Employer Faculty Review Student Performance Objectives and Supporting Documentation, Assign Grade and Verify Units of Credit.

## Method(s) of Instruction

- Work Experience (20)

## Required Writing, Problem Solving, Skills Demonstration

Four work place summaries as related to Accounting. Work-based exercises if applicable to the project designed.

## Eligible Disciplines

Accounting: Master's degree in accountancy or business administration with accounting concentration OR bachelor's degree in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND master's degree in business, business administration, business education, economics, taxation, or finance OR the equivalent. Master's degree required. (NOTE: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline)

## Other Resources

1. Work Based Learning Student Handbook Current Edition (Revised Annually). Any manuals reference materials, job-site documents related to the successful completions of student's job-oriented learning. 2. Coastline Library 3. Any manuals, reference materials, job-site documents related to the successful completions of student's job-oriented learning.