

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**Business 161 – Business Internship**

54 hours paid or unpaid work experience per unit, 1-3 units

**Catalog Description**

A work experience course to enable students in various specialty areas of business to gain practical experience and to apply knowledge gained in their business courses. This course is available to any Accounting, Business, Entrepreneurship, or Management major. Students will meet at least twice during the semester to compare field experiences and submit paperwork. It is recommended that students have completed at least 12 units of Business courses prior to registering for this class. Occupational cooperative work experience credit may accrue at the rate of one to eight units per semester for a total of sixteen units, and students must work 54 paid hours or unpaid hours per unit earned. 54 hours paid or unpaid work experience per unit, 1-3 units.

**Prerequisite**

None

**Course Content**

The primary objective of this course is to acquaint the student with the daily, weekly and monthly activities of managing, opening or operating a business. This may include:

- 1) Administrative, communication or marketing duties
- 2) Liaison with managers and other workplace personnel.
- 3) Performing duties assigned by the workplace manager as required.

**Course Objectives**

Students will be able to:

- 1) Practice occupational skills in the daily operation of a business not otherwise provided in class.
- 2) Analyze specialty requirements in a hands-on environment and formulate future goals.
- 3) Assess personal future training needs.

**Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. The instructor and the student will work together to analyze and upgrade the student's performance on the job based on forms completed by the student's manager, student self-evaluation, and the instructor/supervisor evaluation.

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Business workplace

**Method of Instruction**

Supervised interchange between students and their supervisor. Students spend the majority of time getting on-the-job training.

**Out-of-Class Assignments**

Tasks assigned by the supervisor

**Texts and References**

- 1) Required (representative example): Handouts as provided by the instructor
- 2) Supplemental: None

**Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Practice occupational skills in the daily operation of a business not otherwise provided in class.
- 2) Analyze specialty requirements in a hands-on environment and formulate future goals.
- 3) Assess personal future training needs.