COURSE OUTLINE

BSAD 335 – Advanced Business and Accounting Field Experience

Prepared By: Professor Charles R. Fenner, PhD
A. **TITLE:** Advanced Business and Accounting Field Experience

B. **COURSE NUMBER:** BSAD 335

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Fall and Spring

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
40 hours work per credit hour

H. **CATALOG DESCRIPTION:** This advanced business field experience offers hands-on experience working with small business entrepreneurs in a confidential and professional environment. Students have the opportunity to apply their educational, organizational and time management skills in solving real life business issues and assist less experienced interns.

I. **PRE-REQUISITES/CO-REQUISITES:**
   a. Pre-requisite(s): Completion of 45 credits and permission from dean.
   b. Co-requisite(s): none

J. **GOALS (STUDENT LEARNING OUTCOMES):**
   By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO</th>
</tr>
</thead>
</table>
| a. Provide excellent customer service in a dynamic environment                   | 1. Communication  
4. Intra/Inter Per                                                              |
| b. Execute current business strategy and evaluate its effectiveness             | 1. Communication  
5. Industry, Professional, Discipline-Specific Knowledge and Skills           |
| c. Create financial planning documents under appropriate supervision.          | 2. Crit. Thinking  
5. Industry, Professional, Discipline-Specific Knowledge and Skills           |
| d. Use appropriate company programs to fulfill customer orders.                | 2. Crit. Thinking  
5. Industry, Professional, Discipline-Specific Knowledge and Skills           |
| e. Assist with training of employees.                                          | 2. Crit. Thinking  
5. Industry, Professional,                                                      |
K. **TEXTS:** None

L. **REFERENCES:** None

M. **EQUIPMENT:** None

N. **GRADING METHOD:** A-F

O. **MEASUREMENT CRITERIA/METHODS:**
   - Weekly discussion boards.
   - Portfolio
   - Weekly summary of activities
   - End of Course Presentation

P. **DETAILED COURSE OUTLINE:**

   I. Weekly Report (2 pages)
      A. Weekly activities (1 page)
      B. Essay linking theory to practice (1 page)

   II. Discussion Board Participation

   III. Mid-Term Review

   IV. Final Report
      A. Portfolio
      B. Lead professor/Supervisor Review