MASTER SYLLABUS

BSAD 335 – Advanced Business and Accounting Field Experience

Created by: Charles Fenner
A. **TITLE:** Advanced Business and Accounting Field Experience

B. **COURSE NUMBER:** BSAD 335

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** NA

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

G. **COURSE DESCRIPTION:** This advanced business internship program 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.

H. **PRE-REQUISITES/CO-REQUISITES:**
   a. Pre-requisite(s): ACCT 102 Accounting Principles II

I. **STUDENT LEARNING OUTCOMES:**

<table>
<thead>
<tr>
<th>Course Student Learning Outcome (SLO)</th>
<th>PSLO</th>
<th>ISLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Execute current business strategy and evaluate its effectiveness</td>
<td>3. Core Business Knowledge</td>
<td>5. Industry, Professional, Discipline Specific Knowledge and Skills</td>
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<tr>
<td>c. Create financial planning documents under appropriate supervision.</td>
<td>1. Critical Thinking and Analytical Competence</td>
<td>2. Critical Thinking (IA)</td>
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<td>d. Use appropriate company programs to fulfill customer orders.</td>
<td>3. Core Business Knowledge</td>
<td>5. Industry, Professional, Discipline Specific Knowledge and Skills</td>
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<tr>
<td>e. Assist with training of employees.</td>
<td>9. Technology</td>
<td>5. Industry, Professional, Discipline Specific Knowledge and Skills</td>
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<thead>
<tr>
<th>KEY</th>
<th>Institutional Student Learning Outcomes [ISLO]</th>
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<tbody>
<tr>
<td>ISLO #</td>
<td>ISLO &amp; Subsets</td>
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</table>
| 1 | Communication Skills  
   Oral [O], Written [W] |
| 2 | Critical Thinking  
   Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS] |
| 3 | Foundational Skills |
J.  **APPLIED LEARNING COMPONENT:**  Yes ___ X ___  No ______

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

IV. Completion and Submission of weekly activities report.