

PROCESS AND PROCEDURE FOR COMPLETING ACCT 499 BBA NON-CO-OP ACCOUNTING WORK EXPERIENCE

Graduation from the Bachelor of Business Administration in Accounting requires successful completion of 40 academic courses *plus* completion of 420 hours of applied, relevant work experience. The work experience component may be satisfied by completing co-op work terms offered through Camosun College Co-operative Education & Student Employment Department, or by completing ACCT 499, a non-co-op work experience.

ACCT 499 consists of one or more paid or volunteer positions that provide students the opportunity to apply and expand accounting academic knowledge acquired through taking BBA courses. It is each student's responsibility to obtain his/her ACCT 499 position(s). The steps to complete ACCT 499 are outlined below.

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| STEP 1 | <p>Contact the BBA, Accounting Major Program Leader to determine if the work experience completed or being proposed will satisfy the BBA work experience requirement. Your current Program Leader is:</p> <p>Agatha Thalheimer 250 370 4137 thalheim@camosun.bc.ca</p> |
| STEP 2 | <p>Complete the <i>Application for ACCT 499 Credit</i> form.</p> <ol style="list-style-type: none"> a. ACCT 499 requires a minimum 420 hours of applied, relevant work experience. b. The company's job description of the applicant student's position must be attached to the application form. c. Application responses must be typed; and grammatically correct sentences used. d. The applicant must specify whether the work experience is a full-time or part-time position and then provide a brief description of his/her responsibilities and tasks. e. The information supplied on the form must be confirmed by the applicant student and the employer/supervisor. |
| STEP 3 | <p>Complete the <i>ACCT 499 Learning Outcomes Student Report</i> form.</p> <ol style="list-style-type: none"> a. The applicant must describe his/her success in achieving ACCT 499 learning outcomes. b. Application responses must be typed; and grammatically correct sentences used. |
| STEP 4 | <p>Submit both completed forms to the BBA Accounting Program Leader for final approval.</p> <p>Once approved, a <i>Prior Learning Assessment Application</i> form will be completed and forwarded to Student Services on your behalf. Student Services will contact you for payment of tuition fees. Upon receipt of tuition fees, a Complete grade for ACCT 499 will be entered on your student transcript.</p> |