



**TRINITY VALLEY COMMUNITY COLLEGE
MASTER SYLLABUS**

Course Title:

Cooperative Education-Accounting Technician

Course Prefix and Number:

ACNT 2382

Department - Division:

Business and Computer Science

Course Type - select from one of the following categories.

- Academic General Education Course (from ACGM - but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	1	20

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

A comprehensive treatment of career related activities encountered in the student's area of specialization. Under supervision of the college and the employer, the student combines classroom learning with work experience. Internship is open only to students in the Associate of Applied Science Degree program.

Prerequisites/co requisites

Sophomore Standing or Approval of Division Chairperson.

Topical Outline

1. Participate in a guided work experience, performing job duties assigned by the employer, and being evaluated by the employer and college on performance.
2. Polish and update entry-level skills learned in the General Accounting Degree/Certificate program and to add on-the-job experience to these acquired skills.
3. Follow directions and work independently in a job setting by completing assigned tasks in a timely manner.
4. Set short-term and long-term goals, personal goals, and educational goals; and determine effective ways of obtaining those goals.
5. Produce an updated resume that reflects current work and education; write an appropriate letter of application and a letter of resignation.
6. Prepare summary reports of magazine articles, books, and/or videos, on all of the following topics: Creative thinking, decision making and problem solving, dealing with difficult people, responding to change, handling conflict, business ethics, managing time, self management, and balancing home and career.

Course Learning Outcomes

1. To develop marketable skills in Accounting and related clerical activities.
2. To acquire an understanding of Accounting principles and terminology.
3. To develop desirable work habits and attitudes needed for success in business.
4. To understand how the basic principles of Accounting may be applied to personal and business use activities.
5. To contribute to general education an understanding of common economic concepts and the language of business.
6. To appreciate the opportunities business offers in a free enterprise system.
- 7: Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Relationship to General Education Outcomes - In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with
an "X"

General Education Outcome

	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
X	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
X	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Students will be required to come to the TVCC campus to view some of the videos and to pick up the required reading by checking them out of the TVCC Library.

Optional Text(s)

READ "HOW TO WIN FRIENDS AND INFLUENCE PEOPLE"

Summarize the book in a typed report

READ "WHO MOVED MY CHEESE"

Summarize the book in a typed report

READ "THE RICHEST MAN IN BABYLON", By Clason, George S.

Summarize the book in a typed report

READ "THE MILLIONAIRE NEXT DOOR", By Stanley, Thomas J. and Danko, William D.

Summarize the book in a typed report

READ "GUNG HO!" by Ken Blanchard and Sheldon Bowles

Summarize the book in a typed report

Watch the Video "Managing Change Dr. Ben Bissell"

Summarize in outline form what the most important topics discussed in the video are (have this completed in typed form)

READ "The One Minute Manager"

Summarize the book in a typed report

Watch the Video " The Art of Listening"

Summarize in outline form what the most important topics discussed in the video are (have this completed in typed form)

Watch the Video "Managing Change Dr. Ben Bissell"

Summarize in outline form what the most important topics discussed in the video are (have this completed in typed form)

CONDUCT A "SWOT" ANALYSIS ON YOURSELF

Strengths, weaknesses, opportunities and threats

Conduct a SWOT on yourself as a candidate for an internship or full-time career. What are your internal strengths and weaknesses (relative to others who might be competing for the same position), and what opportunities and threats do you face in the market? Limit your response to one page, and be prepared to submit it electronically or present it to your class.

COMPLETE A DETAILED TYPED RESUME THAT INCLUDES THE FOLLOWING:

WHAT ARE YOUR RESPONSIBILITIES?

WHO ARE YOUR CUSTOMERS?

WHAT ARE THE BENEFITS OF YOUR JOB OR WHAT MAKES YOUR JOB REWARDING?

(Salary, +commission, discounts on merchandise, food, etc., working as a team, working with customers, exercise of creativity)

COMPLETE ONE SPECIAL ACCOUNTING PROJECT, TO BE ASSIGNED BY YOUR INSTRUCTOR.

COMPLETE A TYPED DETAILED DESCRIPTION OF WHAT YOUR JOB ACTIVITIES ARE AND HOW THEY ARE RELATED TO ACCOUNTING AND WHAT ARE SOME OF THE CHECKS, BALANCES AND PROCEDURES THAT YOU USE EVERYDAY IN YOUR JOB TO INSURE ACCURACY AND PROMOTE HONESTY FROM YOUR EMPLOYEES.

Material/Technology to be supplied by the student.

Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System -

Grade will be determined by the employer evaluations, papers submitted and other criteria

established by your instructor as listed above in this syllabus.

METHODS OF INSTRUCTION: Instruction will be accomplished demonstration
And discussion of Accounting problems with emphasis on student teacher interaction.

METHODS OF EVALUATION: Students will be evaluated in writing by the employer as
well as the college instructor based upon the projects/activities that are assigned and
evaluated by employer and instructor. Evaluations of students will concentrate on their knowledge of
the Accounting Principles that deal with the facts, theories, principles and application of Generally
Accepted Accounting Principles.