**Course Name**

ACNT 1380 – Cooperative Education in Accounting

**Course Description**

Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.

**Textbook(s)**

*No textbook is required.*

**Key Dates**

- Start Date: 01/26/15
- Certification Date: 02/02/15
- Withdrawal Date: 04/15/15
- End Date: 05/08/15

**Instructor Information**

Rebecca Knickel, CPA  
Office: M107  
Telephone: 972-860-4167  
E-mail: bknickel@dcccd.edu

**General Information**

- Course Credit Hours: 3  
- Course Prerequisite: ACCT 2301 or ACCT 2401

**NOTE:** The instructor reserves the right to modify the course requirements, assignments, and other related policies if circumstances so dictate.
COURSE OBJECTIVES

This course is designed for accounting students who are currently working at least 20 hours per week. The course has a work related component and a class work component. The work component requires establishing three work related goals, agreement as to the appropriateness of the goals with your supervisor, and site visits to your employer. The class work component of the class requires 16 hours of activities as agreed upon with the instructor. This segment of the class will be set up in a Blackboard class shell.

The work related goals should be related to your job but not things that are currently part of your job. They could include cross training, writing policy manuals, learning new job responsibilities, revising certain job procedures through process improvement, or anything else that you and your supervisor agree are appropriate work related goals. These goals should be specific and measurable so that it is clear that the goals have been achieved. You should discuss the goals with your supervisor and come to an agreement as to the appropriateness of the goals with your supervisor, and before I make my site visits to your employer.

The class work goals are designed to relate to accounting as a career and include a focus on leadership, ethics, management, careers in accounting, and other topics as appropriate on an individual basis.

WORKPLACE AND FOUNDATION COMPETENCIES

Brookhaven College is committed to assisting you in obtaining the knowledge and skills that you will need in order to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Foundation Skills</th>
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<tbody>
<tr>
<td>Manage Resources</td>
<td>Demonstrate Basic Skills</td>
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<tr>
<td>Exhibit Interpersonal Skills</td>
<td>Demonstrate Thinking Skills</td>
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<tr>
<td>Work with information</td>
<td>Exhibit Personal Qualities</td>
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<tr>
<td>Apply Systems Knowledge Skills</td>
<td>Demonstrate Responsibility Skills</td>
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<td>Use Technology</td>
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<td>Exhibit Time Management Skills</td>
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THE EVALUATION/GRADING SYSTEM

Work Portion of Class:

- Goals Established: 10%
- Initial Coop Visit: 10%
- Final Visit/Letter: 10%
- Goals Accomplished: 10%
- Final Report: Goals Accomplished: 10%

Weekly Assignments ~Online Portion of Class:

- Personal and Professional Component: 20%
  - Including Personal Biography, Resume
  - Degree Plan/Educational Goals,
  - Self-Assessment, Career Exploration
- Ethics in Accounting Component: 10%
  - Including discussion of business ethics, personal ethics, case studies
- Financial Literacy Component: 20%
  - Including saving strategies, personal investments, understanding taxes, understanding credit

TOTAL: 100%

EVALUATION: All of the course time requirements must be completed in order to pass the course. Grades will be based upon the following:

- 90 - 100%: A
- 80 - 89%: B
- 70 - 79%: C
- 60 - 69%: D
- 0 - 59%: F

COLLEGE POLICIES
Class Attendance
Students are expected to participate regularly all classes in which they are enrolled. Class participation and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. Instructors will not automatically drop students who have stopped attending class.

Drop/Withdrawal Policy
If you are unable to complete this course and want to receive a "W", you must withdraw from the course by the withdrawal date listed on the Assignments Calendar page of this syllabus. Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may do this in Admissions or Counseling. If you stop attending class and do not withdraw, you will receive a performance grade, which can result in an “F”. Students sometimes drop courses when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw. Also, read the ‘Stop Before You Drop’ section on Page 6 of this syllabus carefully before making a decision to withdraw.

Religious Holidays
Students desiring to observe a religious holy day, which will result in a class absence, must notify instructors in writing, for each class, no later than the 15th calendar day after the first class day of the semester in which the absence will occur. Students are required, at a time assigned by the instructor, to complete assignments or take examinations which may be missed as a result of the absence.

ADA Statement
Any student who feels that he/she may need any special assistance or accommodation because of an impairment, disability, or handicap, please contact Special Services Office in Room S124 or at 972-860-4847

Academic Integrity
Students should refrain from all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct.

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. Please note: If you are receiving Financial Aid grants or loans, you must begin attendance in all classes before the certification date. You also must attend or participate after the drop date in order not to be marked as non-attending in the event that you fail the course. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid.