COOPERATIVE EDUCATION - ACCOUNTING
ACNT. 1380. 63400
Spring Semester 2016
January 20, 2016 to May 12, 2016

Professor: Michael Joseph Tydlaska
Email: mtydlaska@dcccd.edu
Office Phone Number: 214.860.8590
Office Number: W-222
Office Hours: 10:00 AM to 11:00 AM on Tuesday and Thursday and 2:00 PM to 3:00 PM on Tuesday and Thursday

Meeting Days & Time: Online Course – No Classroom Meetings
Room Number: Online Course – No Classroom
Credit Hours: 3 Semester Credit Hours

Division: Career and Technology Education
Office Hours: 8:00 AM CST to 6:00 PM CST (Monday, Tuesday, Wednesday and Thursday)
8:00 AM CST to 5:00 PM CST (Friday)
Office Phone: 214.860.8848
Office Location: W-210

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.

Course Pre-requisites: ACCT 2301 or ACCT 2401 or ACNT 1303

Course Materials/Supplies Needed

Textbook: No textbook is required

Student Learning Outcomes

- Identify and develop an engagement work plan to further your accounting career
- Understand the basic function accounting functions for entry level work
- Create future employment opportunities with current employer
- Identify accounting organizations such as Internal Revenue Service, Certified Public Accounting Firms and American Institute of Certified Public Accountants
Evaluation Procedures:

**Written Assignments = 30%**
- Written Assignments = 10% each

**Weekly Journals = 20%**
- Weekly Journals: Summarize your job functions that are not day-to-day (special projects, meetings, etc.), accomplishments of special projects, weekly accomplishments, meetings with immediate supervisor.

**Training Agreement = 25%**
- Training Agreement: Will constitute 20% of your overall grade.

**Job Performance = 25%**
- Job Performance: One-to-one appointment with instructor at beginning and end of semester and with immediate supervisor. Two appointments with immediate supervisor.

Written Assignment:
There are three written assignments that are valued at 10% each. Each assignment must be submitted as a Word Document with 1-inch margin (top, bottom, left and right) and 12 point font.

Weekly Journal:
The weekly journal is to summarize your job functions that are not day-to-day (special projects, meetings, etc.), accomplishments of special projects, weekly accomplishments, and meetings with your immediate supervisor.

Training Agreement:
The training agreement will constitute 20% of your overall grade.

Job Performance:
The job performance is a one-to-one appointment with me at the beginning of the semester and the end of the semester as well as the same with your immediate supervisor. I will need to schedule two appointments with your immediate supervisor.

Instructor Attendance Policy:
The class does not have an attendance policy. There are not any face-to-face classroom sessions.

Grading Scale:
There is not a curve or grading adjustment in the course. There is **NO** rounding of grades.
- 90% to 100% = A
- 80% to 89.9999% = B
- 70% to 79.9999% = C
- 60% to 69.9999% = D
- 59.9999% and below = F

Do not ask for grades and do not state you need a certain grade or need to pass the course for any reason. Those reasons are not valid. There is not any extra credit assignments therefore do not ask for extra credit work.

Late Work Policy: Late work is not accepted. You will receive an automatic ‘0’ for not submitting any work by the due date. Completing the homework does not guarantee you a 100% on the assignments. The assignments are graded for accuracy.

Makeup Exam Policy: There are no make-up quizzes. There is no make-up homework. If you miss a homework assignment the grade is automatically a ‘0’.

College Sponsored Events: If you are in any College sponsored events in which the quizzes and final exam conflicts with activities such as a baseball game, a basketball game or some other college sponsored event you must inform me the first week of class. These are dates that are the same dates for the quizzes and comprehensive final exam. College sponsored events do not change or extend any dates for homework on MBC. I will need verification.
Electronic Devices: It is your responsibility to have access to the Internet. The college does not purchase Internet access for you to complete your work off campus. It is best to have a high speed Internet such as DSL, Cable or Fiber Optics. A dial up Internet connection will not be sufficient for the course.

Classroom Electronic Devices: Electronic devices are prohibited in the classroom. Students must power off mobile phones, power off laptops, iPads and any other electronic device. Students will be asked to leave class in the event any device activated during class such as a mobile phone ringing, a mobile phone sending and receiving text and other uses of electronic equipment. Students are required to stow away all electronic equipment during class. Students are permitted the use of a calculator.

Certification Procedures: I will certify the class on or before February 2, 2016. Attending one or more classes on or before February 2, 2016 will certify each student by logging onto ecampus.dcccd.edu

The withdraw date for this class is April 14, 2016.

Academic Dishonesty: Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

Institution Policies: Please visit http://www.mountainviewcollege.edu/ .... For a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Honesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.
<table>
<thead>
<tr>
<th>Institutional Policies</th>
<th>Mountain View College Syllabi Information</th>
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<tbody>
<tr>
<td><strong>Stop Before You Drop 6Drop</strong></td>
<td>For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <a href="https://econnect.dcccd.edu/eConnect/droppingfacts.html">https://econnect.dcccd.edu/eConnect/droppingfacts.html</a></td>
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<td><strong>Withdraw Policy</strong></td>
<td>If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course (see Course Drop Date mentioned earlier in this syllabus). Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped.</td>
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<td><strong>Repeating a Course</strong></td>
<td>Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: <a href="http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx">http://www.dcccd.edu/pc/cost/3rdcrseattmpt/Pages/default.aspx</a></td>
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<td><strong>Financial Aid</strong></td>
<td>Financial Aid will not be granted to students who have been certified as not attending by the certification date. In lecture classes, students must attend class prior to the certification date. Online students should follow the certification procedures as noted within the class syllabus. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses. 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. If you are receiving financial aid grants or loans, you must begin attendance in all classes. 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 funds.</td>
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<td><strong>Academic Dishonesty</strong></td>
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<td><strong>ADA Statement</strong></td>
<td>Mountain View College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990.</td>
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<td><strong>Religious Holidays</strong></td>
<td>Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.</td>
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<td>Campus Emergency Operation Plan and Contingency Plan</td>
<td>Mountain View College has developed policies and procedures for dealing with emergencies that may occur on campus. A synopsis of emergency procedures can be found at: <a href="http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx">http://www.mountainviewcollege.edu/business/police/Pages/emergencyprocedureenglish.aspx</a>.</td>
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<td>Contingency Plan: Mountain View College has developed an Instructional Contingency Plan for Temporary College Closing for On-Campus Courses. Please discuss this contingency plan with your instructor. For distance learning courses, your instructor will use email to contact students in the event of extended technology downtime. To assure work in the class continues, it is important for all students to have an accurate email address recorded in both eCampus and eConnect.</td>
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<td>Disclaimer Reserving Right to Change Syllabus</td>
<td>The instructor reserves the right to amend a syllabus as necessary.</td>
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