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
No textbook is required.

Key Dates
Start Date 08/26/19
Certification Date 09/09/19
Withdrawal Date 11/14/19
End Date 12/12/19

Instructor Information
La’Portia Hurse, MS
Office: M107
Telephone: 972-860-4167
E-mail: lhurse@dcccd.edu

General Information
Course Credit Hours: 3
Course Prerequisite: ACCT 2301 or ACCT 2401

College Policies link:
www.brookhavencollege.edu/syllabipolicies
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 will be posted in e-campus.

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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<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%
- Goals Accomplished: 10%
Final Coop Employer Letter/Email 10%

Weekly Assignments ~Online Portion of Class:

Personal and Professional Component 30%
    Including Personal Biography, Resume
    Degree Plan/Educational Goals,
    Self-Assessment, Career Exploration

Accounting Review
    Review of bookkeeping skills that are tested
    on a portion of the certified
    bookkeeper exam 20%

Ethics and Accounting Issues Component
    Discussion of business
    ethics, personal ethics, case studies 10%

Total 100%

Grades will be based upon the following:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 - 59%</td>
<td>F</td>
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