Cooperative Education Accounting Syllabus
Cedar Valley College

Instructor Information
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Course Information
Course Title: Cooperative Education Accounting
Course Number: ACNT 1380
Section Number: 31300
Semester/Year: Fall/2019
Credit Hours: 3
Class Meeting Time/Location: Online
Certification Date: September 9, 2019
Last Day to Withdraw: November 11, 2019

Course Prerequisites
Prerequisite **Recommended**: Instructor approval.

Course Description
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)
Student Learning Outcomes
Upon completion of this course students should be able to:

(Pre)
Identify three job related new skills to be attained that add value to both the employer and the employee.

(Post)
Demonstrate to the employer achievement of the three new skills identified in the learning plan.
1. Identify three job-related learning objectives for job enrichment beyond regular job assignments.
2. Compile career planning information.
3. Discuss the effects of values, interests, skill motivation, personality, and non-verbal communication on job performance in the business environment.
4. Complete independent study topics. Suggested topics include the following:
   • Explain the requirements for becoming a CPA.
   • Complete business applications using the microcomputer.
   • Complete a financial statement analysis project.
   • Complete an asset valuation project.
   • Complete/update degree plan.
   • Complete a budgeting, forecasting, and/or long-range planning project.

Texas Core Objectives
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. Reading: Reading at the college level means the ability to analyze and interpret a variety of printed materials—book, article and documents.
2. Writing: Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience.
3. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
4. Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
5. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
6. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
**Required Course Materials**
Internet Access, No Textbook, Valid E-Mail (Required for communicating with Instructor.

**Graded Work**
The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

<table>
<thead>
<tr>
<th>COOP Paperwork *</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application, Training Station Agreement &amp; Learning Objectives (Completed accurately on time)</td>
<td>5%</td>
</tr>
<tr>
<td>Setting and Accomplishment of Goals and Employer Evaluations</td>
<td>40%</td>
</tr>
<tr>
<td>COOP Assignments</td>
<td>55%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Paperwork includes:
- Coop application - due at registration 9/9/19
- Training station agreement – due 9/16/19
- Job-related learning objectives – due 9/16/19
- Seminar Summaries – due 12/06/19
- Completed objectives - due 12/06/19

**Final Grade**

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 – 1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800 – 899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700 – 799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600 – 699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>Below 600</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>
Description of Graded Work
Complete all work assigned provided in the tables below.

Attendance and Your Final Grade
Online for submitting classwork.

Late Work Policy
Will accept late work a grade reduction may apply.

Other Course Policies
Note: A minimum of 9 hours per week should be devoted to course material outside of class time.
Disclaimer: The instructor reserves the right to amend this syllabus as necessary.

Institutional Policies
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

[Cedar Valley Institutional Policies](http://www.cedarvalleycollege.edu/syllabipolicies)

Course Schedule

<table>
<thead>
<tr>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accounting Scholarships - Sources</td>
<td>List at least three sources of scholarships for accounting students. For each source provide additional information about the maximum amount of scholarship granted and the criteria to be met by the recipient</td>
</tr>
<tr>
<td>2. Accounting Software (INTUIT)</td>
<td>INTUIT.COM—Low Cost Simple to Use Accounting Software</td>
</tr>
<tr>
<td>Objective: To become aware of products of INTUIT, a leading company in the computerized accounting field.</td>
<td>1. What is Quicken?</td>
</tr>
<tr>
<td>1. Go to <a href="http://www.intuit.com">http://www.intuit.com</a></td>
<td>2. What is QuickBooks for the desktop?</td>
</tr>
<tr>
<td>3. What is QuickBooks for the Web?</td>
<td></td>
</tr>
<tr>
<td>Topic</td>
<td>Readings &amp; Assignments</td>
</tr>
<tr>
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</tr>
<tr>
<td>2. Examine the website and answer the questions:</td>
<td>4. Prepare an amortization schedule for the following loan: Principal borrowed $100,000 for 30 years at an APR of 12%. Payments for principal and interest to be paid monthly.</td>
</tr>
<tr>
<td><strong>3. Earnings Potential of Accounting Graduates</strong>&lt;br&gt;Objective: The student will be able to research and identify the earnings potential for persons with different levels of accounting education and experience.</td>
<td><strong>Earnings Potential of Accounting Graduates</strong>&lt;br&gt;What is the salary range for the following accounting positions in the current year?&lt;br&gt;a. Full Charge Bookkeeper in a small firm (a small firm would be one with sales up to $25 million)&lt;br&gt;b. Accounts Receivable Clerk in a large firm ($250 million + in sales)&lt;br&gt;c. Accounts Payable Clerk in a large firm ($250 million + in sales)&lt;br&gt;d. Payroll Clerk in a large firm ($250 million + in sales)</td>
</tr>
<tr>
<td>Topic</td>
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</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
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</tbody>
</table>
2. Locate the most current individual tax return of the reigning President and Vice President of the United States.  
Fill in missing information in table. |
| 6. Tax Interactive                        | 1. Where do our tax dollars go?  
2. What is the role of the IRS?  
3. What are the basic tax forms required to be completed by taxpayers?  
4. What is Earned Income Credit? |
| 7. Texas CPA Licensing Requirements       | List the requirements for obtaining a CPA license. |
Write a one page summary of the functions of the Fed. |
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| 9. IT Audit, Security, Governance and Risk  
Information Systems Audit and Control Association | Go to:  
ISACA.Org > Certification  
What certifications do they offer?  
Describe the four certifications and explain which you would find useful to have in your workplace. |
| 10. Review IIA website  
The Institute of Internal Auditors | Go to:  
theiia.org website > Certifications & Qualifications  
What does IIA stand for?  
What certifications do they offer?  
Describe the four certifications and explain which you would find useful to have in your workplace. |