

WASHTENAW COMMUNITY COLLEGE
COURSE SYLLABUS

Course ACC 274

Department: Accounting

New Course

Course Number: ACC 274

Existing Course

Course Title: Co-op Education II -Accounting

Credit Hours: 1 -3 (variable)

Prerequisites: Consent of instructor & ^{ACC} 174

Corequisites:

Catalog Course Description: In this course the student gains skills from a new experience in an approved, compensated, position related to the chosen field of study . Together with the instructor and employer, the student sets up work assignments and learning objectives to connect classroom learning with career-related work experience. This is the first of two possible Co-op experiences.

Contact Hours: (Place Numbers in the appropriate boxes)

Contact Hours per week in lecture/recitation _____

Contact Hours per week in laboratory _____

Contact Hours per week in clinical _____

Contact Hours per week in work experience 8 - 40

Total Contact Hours (per semester): minimum 120 hrs./1 credit - maximum 360 hrs./3 credits

Course Justification: (Check all that apply)

- program specialty college transfer support course
 division core industry training personal development
 core curriculum

Prepared By [Signature] Date July 18, 2000
(Faculty Member)

Reviewed By [Signature] Date July 18, 2000
(Department Chair)

Approved By [Signature] Date July 18, 2000
(Dean)

MAJOR INSTRUCTIONAL UNITS: A Major instructional unit is a grouping of topics which naturally relate to one another.

(List, in order, the major instructional units)

1. COOP Work Experience

COURSE OBJECTIVES:

Major Instructional Unit# 1 Heading: Co-op Work experience

Objective #1: The student with the instructor and employer will complete a Cooperative Education Work Agreement which will include hours of work, location, rate of pay and specific assignments.

Objective #2: Using the Student Learning Objectives Form, the student with the instructor and employer will complete a learning plan for the semester. This plan will include a minimum of three learning objectives and criteria for evaluation specific to the students work experience.

Objective #3: Using the Student Report on a Cooperative Work Experience Form, the student will write a final report on the Co-op experience including the following items:

- * A description if the assignment
- * A summary of skills and abilities used on the job
- * Ways in which coursework was integrated into job tasks
- * An assessment of how well the objectives established at the beginning of the assignment were achieved.
- * Other reactions to and/or impressions of the experience.

INSTRUCTIONAL METHODS: (Check the appropriate boxes and describe as needed.)

- | | | |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Seminar | <input type="checkbox"/> Laboratory |
| <input type="checkbox"/> Clinical | <input type="checkbox"/> Telecourse | <input checked="" type="checkbox"/> On-Site Work Experience |
| <input type="checkbox"/> self-paced | <input type="checkbox"/> Other _____ | |

EVALUATION CRITERIA: (Check the appropriate boxes and describe as needed)

- | | |
|---|---|
| <input type="checkbox"/> Attendance _____ | <input type="checkbox"/> Quizzes _____ |
| <input type="checkbox"/> Class Discussion _____ | <input type="checkbox"/> Tests _____ |
| <input type="checkbox"/> Papers _____ | <input type="checkbox"/> Midterm _____ |
| <input type="checkbox"/> Portfolio _____ | <input type="checkbox"/> Final Exam _____ |
| <input type="checkbox"/> Project _____ | <input type="checkbox"/> Independent Study _____ |
| <input checked="" type="checkbox"/> Reports <u>Final report</u> | <input type="checkbox"/> Other (Audition, etc.) _____ |
| <input checked="" type="checkbox"/> Work Performance _____ | |

ATTENDANCE REQUIREMENTS: (For Certification or nonevaluative purposes).

SPECIAL EQUIPMENT/FACILITY AND ACTIVITY REQUIREMENTS: (Check the appropriate boxes and describe as needed).

- | | |
|--|--|
| <input type="checkbox"/> Lab equipment | <input type="checkbox"/> Testing in Testing Center |
| <input type="checkbox"/> LRC Reserves | <input type="checkbox"/> Student Regional Competitions |
| <input type="checkbox"/> Computers | <input checked="" type="checkbox"/> Off Campus Sites |
| <input type="checkbox"/> Field Trips | <input checked="" type="checkbox"/> <u>Other - Faculty site visits (min. 1 per semester per student)</u> |

PRIMARY TEXT: (Disregard if text is not used).

Title:
 Author:
 Publisher:

Copyright Yr:
 Est. Cost:

WASHTENAW COMMUNITY COLLEGE
COURSE HANDOUT

The following information compatible with the Official Course Syllabus must be distributed to students at the first meeting of each course:

1. Course name:
2. Course number:
3. Course description:
4. A list of course objectives by unit:
5. Required text(s) and/or course packs:
6. Criteria for evaluation:
7. Requirements (Attendance, Special, or Other):
8. Hours/week required out-of-class:
9. Additional Information:
10. A schedule of class meeting dates with topics and assignments:

Each Instructor teaching this course should attach a copy of their "Student Handout Sheet" to this document.

SUPPLEMENTAL TEXTS OR COURSE PACKS:

1. Title: None

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

2. Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

(Attach another page if necessary).

SUPPLIES AND/OR UNIFORMS STUDENT WILL HAVE TO OWN OR ACQUIRE FOR COURSE SUCH AS: calculators, uniforms, tools, and software, etc. (Other than pen, pencil, paper, or textbook(s)).

Descriptions	Cost Estimates
<u>Depends on the student work position placement (may vary)</u>	
_____	_____
_____	_____

REFERENCE MATERIALS STUDENTS WILL BE REFERRED TO SUCH AS: journals, books, manuals, maps, etc.

AUDIO/VISUAL AND COMPUTER MATERIALS TO BE USED SUCH AS: films, video tapes, slides, audio tapes, software, etc.

<u>Title</u>	<u>Source</u>
_____	_____
_____	_____
_____	_____