



# Coop Education Accounting Tech-11906 ACNT-1382

RT 2022 Section 0001 3 Credits 08/23/2021 to 12/12/2021 Modified 08/17/2021

## Course Meetings

### Course Modality

We will meet face-to-face and virtual using a hybrid modality. See schedule below.

Week	Date	Modality and Location
1	8/27/2021	Virtual Classroom using Cisco WebEx in Canvas
2	9/3/2021	Virtual Classroom using Cisco WebEx in Canvas
3	9/10/2021	Virtual Classroom using Cisco WebEx in Canvas
4	9/17/2021	Virtual Classroom using Cisco WebEx in Canvas(
5	9/24/2021	Face-to-Face Stafford- Southwest College, 10141 Cash Road Stafford, TX 77477, Scarcella Center Rm N113
6	10/1/2021	Virtual Classroom using Cisco WebEx in Canvas
7	10/8/2021	Face-to-Face Stafford-Southwest College, 10141 Cash Road, Stafford, TX 77477, Scarcella Center, Rm N113
8	10/15/2021	Virtual Classroom using Cisco WebEx in Canvas
9	10/22/2021	Face-to-Face Stafford-Southwest College, 10141 Cash Road, Stafford, TX 77477, Scarcella Center, Rm N113
10	10/29/2021	Virtual Classroom using Cisco WebEx in Canvas

11	11/5/2021	Face-to-Face Stafford-Southwest College, 10141 Cash Road, Stafford, TX. 77477, Scarcella Center, Rm N113
12	11/12/2021	Virtual Classroom using Cisco WebEx in Canvas
13	11/19/2021	Face-to-Face Stafford-Southwest College, 10141 Cash Road, Stafford, TX. 77477, Scarcella Center, Room N113
14	11/26/2021	NO CLASS - Thanksgiving Holiday
15	12/3/2021	Virtual Classroom using Cisco WebEx in Canvas
16	12/10/2021	Virtual Classroom using Cisco WebEx in Canvas

## Meeting Days

Friday's

## Meeting Times

6:00 pm until 6:50 pm

## Meeting Location

Either on campus or virtually via Cisco WebEx. Please refer to the above schedule.

## Welcome and Instructor Information

Welcome to ACNT-1382 Cooperative Education Accounting Technical. My name is Vonetta Jackson and I will be your instructor. In this course, you will apply your accounting knowledge by working on a job for 20 hours a week for 16 weeks, totaling 320 hours. In addition, you will attend a one hour lecture for 16 weeks. You will receive points for participation (160 points), weekly log (160 points), presentation (80 points) evaluation 1 (125 points) and evaluation 2 (125 points) for a total of 650 points. If you are experiencing difficulty with the course, please contact me at vonetta.jackson@hccs.edu. I hope you have a very productive and rewarding semester.

\* Please read all Modules (see left side of home page).

\* Be sure to check "Announcements" on a weekly basis.

- \* Check your HCCS email account on a regular basis.
- \* Do not use Canvas to communicate or send messages.
- \* Use HCCS email system for communicating with me.
- \* Read "What to do the first day". See Module 1.
- \* You will complete all Coop forms using Career Hub. See module 5 for instructions.
- \* On or before the first day of class, you are required to complete (using Career Hub) the following ELE (Coop) documents:
  1. Career Hub Agreement
  2. Student Application
  3. Training Plan
  4. Work Agreement

## Adjunct Instructor: Ms. Vonetta Jackson

- Email: [vonetta.jackson@hccs.edu](mailto:vonetta.jackson@hccs.edu)
- Phone: Send email

## What's Exciting About This Course

Cooperative Education is a team effort involving your work supervisor, you, and your instructor. It is a method of instruction that offers you the opportunity to earn college credits for the achievement of learning activities, which are accomplished through current work experience and classroom activities. The course will give you valuable accounting experience that will help you land a meaningful job after graduation.

## My Personal Welcome

Greetings and welcome to Accounting COOP!

I'm Vonetta Jackson, your instructor. I'm a native New Orleanian where you know that "Tipitina" is not a gratuity for a waitress named Tina, now residing in Houston, Texas. I love to read and travel during my free time.

I'm excited to be leading you in a discovery of Accounting. With over 15 years of experience as an Accountant/Auditor under my belt, I anticipate that I will be able to contribute highly in helping you meet your curriculum goals and provide a good understanding of Accounting.

I look forward to working with you.

## Preferred Method of Contact

Please contact me using the HCC Outlook Mail system. My email address is: [vonetta.jackson@hccs.edu](mailto:vonetta.jackson@hccs.edu). Do not use Canvas to communicate with me or to send me files or attachments.

## Office Hours

- By Appointment Only
- HCC email, phone or in-person

I don't have a designated office or office hours. However, please feel free to contact me concerning any problems that you are experiencing in this course. You may email or call me at the above email address and phone number. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance is very important to me. I am available to hear your concerns and any problems you may have. If necessary, we can arrange to discuss any issues you may be having either by telephone or an in-person conference.

## Professor: Vonetta Jackson

Email: [vonetta.jackson@hccs.edu](mailto:vonetta.jackson@hccs.edu)

## Course Overview

### Course Description

Credits: 3 (1 lecture, 20 External) 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. Blend of academic and work-related activities in student's major.

Prerequisite: Department Program Approval and 20 hours a week employment; must be placed into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0308 in math.

### Accounting Department Website

<https://www.hccs.edu/programs/areas-of-study/business/accounting/>

## Core Curriculum Objectives (CCOs)

N/A

## Student Learning Outcomes and Objectives

### Program Student Learning Outcomes (PSLOs)

1. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms and compliance work.
2. Students will demonstrate complete understanding of the complete accounting cycle.
3. Students will be able to prepare financial statements and tax returns utilizing computerized software packages, ie. Turbo Tax, Peachtree, and/or Quick Books.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.

### Course Student Learning Outcomes (CSLOs)

1. Students will complete assignments
2. Students will perform specified company profile analysis
3. Students will complete company project report
4. Students will complete notebook

### Learning Objectives

#### Students will complete assignments

1. Students will integrate classroom learning with work experience

#### Students will perform specified company profile analysis

1. Students will research for pertinent financial information at stock exchange websites
2. Students will research for pertinent financial information at company websites
3. Students will analyze financial information

#### Students will complete company project report

1. Students will apply theory, concepts, and skills involved
2. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills

#### Students will complete notebook

1. Students will record, in systematically and organized manner, of workplace experience

## Departmental Practices and Procedures

### Department Specific Instructor and Student Responsibilities

#### Program/Discipline Requirements:

1. EXCEL- Students will work in EXCEL following textbook example formats, labels, and formulas
2. Internet- Students will use HCC webmail, Publisher platforms (McGraw-Hill Connect, Wiley plus, etc.), the learning web, Eagle Online Canvas, and HCC LibLine (24/7 Library)

#### Active Participation:

During the course, Instructors reserve the right to withdraw students from the course due to excessive non-participation in-class assignments or activities.

Active participation is based upon ATTEMPTING AND SUBMITTING Connect assignments for grading. Your instructor will continuously monitor the number of SUBMITTED assignments and your grade average.

**Any grade average of 50 % or lower** will alert your instructor to review your course work and determine if the grade average is due to a lack of submitted work or a lack of understanding of the material. Students may be considered non-participating and subject to withdrawal if they have attempted and submitted less than 75% of assignments.

The instructor will apply the above-mentioned guidelines for officially withdrawing a student before or by the official withdrawal day. These same guidelines will also apply after the official day

### Program-Specific Student Success Information

Add Content Here

## Course Requirements

# Assignments, Exams, and Activities

Move Assignment/Exam/Activity Entry Item Down Edit Assignment/Exam/Activity Entry item Delete Assignment/Exam/Activity Entry item

Midterm Evaluation	125 points (19.23%)	Employer Evaluation	<p>The employer will digitally complete an evaluation on the student's performance using 23 factors. Career Hub will automatically send the employer an email requesting the student's evaluation around the 6th week of the semester. Your instructor will inform you of the actual date. The employer will digitally enter ratings on the various factors and electronically submit the evaluation to the instructor. The student will be able to view his/her evaluation by logging into Career Hub. The instructor will take the evaluation ratings and convert it to points earned and enter the results in Canvas Grades. Below is the midterm Student Evaluation that the employer will receive.</p> <table border="1"> <tr> <td>Student Name:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Outstanding</td> <td>Very Good</td> <td>Average</td> <td>Needs Improvement</td> </tr> <tr> <td></td> <td>Mid-Term Evaluation-Employer</td> <td colspan="4">(Check the appropriate rating)</td> </tr> <tr> <td></td> <td>Aspects:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Attitude/Application to work</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>2</td> <td>Dependability</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>3</td> <td>Punctuality</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>4</td> <td>Quality of work</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>5</td> <td>Quantity of Work</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>6</td> <td>Judgement</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>7</td> <td>Initiative</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>8</td> <td>Creativity</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>9</td> <td>Teamwork</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>10</td> <td>Adaptability/Flexibility</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>11</td> <td>Problem solving</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>12</td> <td>Written Communication</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>13</td> <td>Oral Communication</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>14</td> <td>Oral Presentation</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>15</td> <td>Interpersonal Skills</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>16</td> <td>Listening</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> <tr> <td>17</td> <td>Accuracy</td> <td>i</td> <td>i</td> <td>i</td> <td>i</td> </tr> </table>				Student Name:								Outstanding	Very Good	Average	Needs Improvement		Mid-Term Evaluation-Employer	(Check the appropriate rating)					Aspects:					1	Attitude/Application to work	i	i	i	i	2	Dependability	i	i	i	i	3	Punctuality	i	i	i	i	4	Quality of work	i	i	i	i	5	Quantity of Work	i	i	i	i	6	Judgement	i	i	i	i	7	Initiative	i	i	i	i	8	Creativity	i	i	i	i	9	Teamwork	i	i	i	i	10	Adaptability/Flexibility	i	i	i	i	11	Problem solving	i	i	i	i	12	Written Communication	i	i	i	i	13	Oral Communication	i	i	i	i	14	Oral Presentation	i	i	i	i	15	Interpersonal Skills	i	i	i	i	16	Listening	i	i	i	i	17	Accuracy	i	i	i	i
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18	Willingness to learn	i	i	i	i
19	Planning/time management/organizational skills	i	i	i	i
20	Achievement of learning objective # 1	i	i	i	i
21	Achievement of learning objective # 2	i	i	i	i
22	Achievement of learning objective # 3	i	i	i	i
23	Overall	i	i	i	i
_____		_____			
Supervisor Signature		Date			
_____		_____			
Student Signature		Date			
_____		_____			
Instructor Signature		Date			

Grading Formula:			
a) # of Aspects	23		
b) Max Points (a x 5 points)	115		
c) Total points earned (rating and grading scale*)	X points		
d) Grade Percentage (c/b)	X%		
e) Student Grade-(d x 125 points)	X points		

		*Grading Scale:	Points Earned	%	
		Outstanding	5	100%	
		Very good	4.25	85%	
		Average	3.75	75%	
		Needs Improvement	3	60%	

Move Assignment/Exam/Activity Entry Item Up Move Assignment/Exam/Activity Entry Item Down Edit Assignment/Exam/Activity Entry item Delete Assignment/Exam/Activity Entry item

<p>Final Evaluation</p>	<p>125 points (19.23%)</p>	<p>Final Evaluation</p>	<p>The employer will digitally complete an evaluation on the student's performance using 23 factors. Career Hub will automatically send the employer an email requesting the student's evaluation around the 6th week of the semester. Your instructor will inform you of the actual date. The employer will digitally enter ratings on the various factors and electronically submit the evaluation to the instructor. The student will be able to view his/her evaluation by logging into Career Hub. The instructor will take the evaluation ratings and convert it to points earned and enter the results in Canvas Grades. Below is the midterm Student Evaluation that the employer will receive.</p> <p><b>HOUSTON COMMUNITY COLLEGE</b></p> <p><b>EXTERNAL LEARNING EXPERIENCE Student Evaluation Form</b></p> <p>Student Name _____</p> <p>Affiliating Institution: (Company Name) _____</p> <p>Dates of External Learning Experience: From ____/____/____ To ____/____/____</p> <p>Dates Absent: _____ Number of Days Late: _____</p> <p>Please circle the most representative response for each behavior demonstrated by the student:</p> <p><b>Key:</b> 5..... Always          4..... Most Always          3..... Usually          2..... Occasionally</p>
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1..... Never

N/A..... Not Applicable or Not Observed

**Affective Traits:**

- 1. Starts activities immediately..... N/A 1 2 3 4 5
- 2. Respects the meaning of privileged information..... N/A 1 2 3 4 5
- 3. Maintains personal appearance and hygiene as appropriate  
for the workplace..... N/A 1 2 3 4 5
- 4. Is skillful in adapting to and working with others..... N/A 1 2 3 4 5
- 5. Approaches assignments with confidence..... N/A 1 2 3 4 5
- 6. Maintains an orderly work area..... N/A 1 2 3 4 5
- 7. Replenishes supplies when needed..... N/A 1 2 3 4 5
- 8. Willingly stays to complete or correct work..... N/A 1 2 3 4 5
- 9. Searches for answers to questions in available time..... N/A 1 2 3 4 5
- 10. Maintain/prepare 3 satisfactory records..... N/A 1 2 3 4 5
- 11. Follows established company procedures..... N/A 1 2 3 4 5
- 12. Organizes workload..... N/A 1 2 3 4 5
- 13. OTHER SKILLS UNIQUE TO THE OCCUPATION:..... N/A 1 2 3 4 5

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**Psychomotor Skills:**

- 1. Routine tasks are completed within acceptable limitations..... N/A 1 2 3 4 5
- 2. Routine tasks are completed within acceptable time..... N/A 1 2 3 4 5
- 3. Sophisticated tasks completed within acceptable limitations.... N/A 1 2 3 4 5
- 4. Sophisticated tasks completed within acceptable time..... N/A 1 2 3 4 5
- 5. OTHER SKILLS UNIQUE TO THE OCCUPATION..... N/A 1 2 3 4 5
- 6. \_\_\_\_\_

**Cognitive Skills:**

- 1. Transfers knowledge of principles and procedures to new  
techniques.....N/A 1 2 3 4 5
- 2. Recognizes tasks that are beyond student capacity..... N/A 1 2 3 4 5
- 3. Applies classroom learning to workplace setting..... N/A 1 2 3 4 5
- 4. Interprets charts, graphs and data correctly..... N/A 1 2 3 4 5
- 5. Troubleshoots equipment..... N/A 1 2 3 4 5
- 6. Identifies and attempts to solve discrepancies in systems,  
results or information..... N/A 1 2 3 4 5
- 7. OTHER SKILLS UNIQUE TO THE OCCUPATION..... N/A 1 2 3 4 5

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This student has entry-level skills:

- \_\_\_ Now
- \_\_\_ After additional external learning experiences
- \_\_\_ After additional course work
- \_\_\_ After additional course work and additional external learning experiences
- \_\_\_ No (explain obstacles to obtaining entry-level skills)

Please provide additional information regarding your evaluation of the student's performance in this external learning experience.

Comments:


I have seen this evaluation and discussed it with my workplace supervisor:

\_\_\_\_\_ /\_\_\_/\_\_\_  
 Sponsor/Employer Signature Date

\_\_\_\_\_ /\_\_\_/\_\_\_  
 Student Signature Date

\_\_\_\_\_ /\_\_\_/\_\_\_  
 Reviewed by College Instructor Date

Grading Formula:		
a) # of Aspects	26	

b) Max Points ((a) x 5 points)	130		
c) Total points earned (rating and Grading Scale*)	X points		
d) Grade Percentage (c/b)	X%		
e) Student Grade-(d x 125 points)	X points		
*Grading Scale:	Points Earned	%	
Always	5	1.00	
Most Always	4.25	0.85	
Usually	3.75	0.75	
Occasionally	3.25	0.65	
Never	2.75	0.55	

Move Assignment/Exam/Activity Entry Item Up Move Assignment/Exam/Activity Entry Item Down Edit Assignment/Exam/Activity Entry item Delete Assignment/Exam/Activity Entry item

<p>Student Presentation</p>	<p>80 Points (12.3%)</p>	<p>Power Point Presentation on your Job Duties</p>	<p><b><u>Presentation</u></b></p> <p>Prepare a 15 minute (*) presentation to include a discussion of the following:</p> <ul style="list-style-type: none"> <li>• Seven discussion points of presentation (<b>max 35 points</b>):                             <ul style="list-style-type: none"> <li>◦ Discuss your <b>Job Description</b> (5 points)</li> <li>◦ Discuss your <b>Work Agreement/Training Plan</b> (5 points)</li> <li>◦ Describe a typical day at work (5 points).</li> <li>◦ How does the job relate to accounting? (5 points)</li> <li>◦ How is the job preparing you for a career in accounting? (5 points)</li> <li>◦ Where do you see yourself in one year? Five Years? (5 points)</li> <li>◦ Additional relevant information.(5 points)</li> </ul> </li> <li>• Prepare a Quality Power Point Presentation. (<b>max of 25 points</b>)</li> <li>• Deliver a quality presentation to the class (<b>max 20 points</b>)</li> </ul> <p>The presentation will be worth 80 points determined as follows:</p> <ul style="list-style-type: none"> <li>• Ensure all discussion points are addressed (see Presentation above) (max of 35 points; 5 points for each of the 7 discussion points.)</li> <li>• Quality power point presentation (max of 25 points*)</li> <li>• Delivery of presentation (max of 20 points**)</li> </ul>
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Presentation Criteria	Minimum Points	Maximum Points
Address all 7 elements (5 pts each)	0 Points	35 points
Quality Power Point Presentation	0 Points	25 points*
Delivery of presentation	0 points	20 points**
Total	0 points	80 points

The following chart explains the point values and grading criteria assigned to the **Quality Power Point Presentation** and **Delivery of Presentation**.

* Quality Power Point Presentation	Excellent (A)	Good (B)	Acceptable (C)	Needs Improvement (D)	Unacceptable (F)
	25 points	20 points	17 points	15 points	0 points
	Content is completely relevant, logical and well-prepared.	Content is generally relevant, logical and well-prepared.	Content is somewhat relevant, logical and well-prepared.	Content is less than somewhat relevant, logical and well-prepared.	Content is not submitted or is not relevant, logical and well-prepared.

**Delivery of Presentation	Excellent (A)	Good (B)	Acceptable (C)	Needs Improvement (D)	Unacceptable (F)
	20 points	16 points	14 points	12 points	0 points

				Delivery of presentation is completely logical, clear and well presented.	Delivery of presentation is generally logical, clear and well presented.	Delivery of presentation is somewhat logical, clear and well presented.	Delivery of presentation is less than somewhat logical, clear and well presented.	Delivery of presentation is not logical, clear and well presented.
(*) There will be a 3 point reduction for every minute your presentation is less than the required 15 minutes. Also, there will be a 20 point penalty if you are late in giving your presentation.								

Move Assignment/Exam/Activity Entry Item Up Move Assignment/Exam/Activity Entry Item Down Edit Assignment/Exam/Activity Entry item Delete Assignment/Exam/Activity Entry item

Weekly Work Report	160 points (24.62%)	Student/Employee Weekly Work Report	<p><b><u>Student/Employee Work Reports</u></b></p> <p>The student will enter the hours and activity description using Career Hub (Tracked Hours) (<a href="http://www.hccs.edu/careerhub/">www.hccs.edu/careerhub/</a> or download the app). There will be weekly entries made on the <b>Student/Employee Work Report</b>. Each weekly entry will be worth 10 points (10 points x 16 weeks=160 points). No points will be awarded if hours are not current and up-to-date as of the start of the class. The instructor will verify and award 10 points if the student hours are current and up-to-date at the start of class. The employer is required to sign the Student/Employee Work Report (Tracked Hours) as part of the Mid-term evaluation and the final evaluation. Students need to read and follow the instructions for tracking hours in the document <b>Career Hub 101 for Students enrolled in Workforce Programs (see Canvas Module 5)</b>.</p> <p><b>Tracked Hours (Weekly Hours):</b> You are required to log in your weekly hours along with a brief description of your duties each week. I do check your hours and description every Monday. You will earn 10 points for each timely and accurate entry in "Tracked Hours." <b>DO NOT ENTER MORE THAN THE REQUIRED HOURS EACH WEEK.</b> See below.</p> <p>Aug 23 20 hrs</p> <p>Aug 30 40 hrs</p> <p>Sep 7 60 hrs</p> <p>Sep 13 80 hrs</p> <p>Sep 20 100 hrs Evaluation is sent to employer to be digitally submitted; see Module 6c for paper evaluation)</p> <p>Sep 27 120 hrs</p> <p>Oct 4 140 hrs</p> <p>Oct 11 160 hrs</p> <p>Oct 18 180 hrs</p> <p>Oct 25 200 hrs</p> <p>Nov 1 220 hrs</p> <p>Nov 8 240 hrs</p> <p>Nov 15 260 hrs Final Evaluation is sent to the employer when 300 hours are reached.</p>
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		<p>Nov 22 320 hrs Estimate the remaining weekly hours by entering 20 hours for the weeks of Nov 22, Nov 29, and Dec 6. Enter your work description each week for these remaining weeks. You must have 320 hours before the employer completes the final evaluation or you will be <u>locked out</u> of "Tracked Hours."</p> <p>Nov 29 320 hrs</p> <p>Dec 6 320 hrs</p>
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Move Assignment/Exam/Activity Entry Item Up Edit Assignment/Exam/Activity Entry item Delete Assignment/Exam/Activity Entry item

Class Attendance	160 points (24.62%)	Attending Weekly In-Person Lectures	<p><b><u>Class Attendance and Participation</u></b></p> <p>There are 16 weeks in the semester. You are required to attend all classes. Classroom attendance will be worth 10 points each for one hour classroom lecture. Absences are awarded zero points. Participation is also required. However, no points will be awarded for participation.</p>
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Move Grading Formula Item Up

Type	Weight	Topic	Notes
Written Assignment			Describe the assignment here.
Exams/Quizzes			Describe the assignment here.
In-Class Activities			Describe the assignment here.
Final Exam			Describe the assignment here.
Extra Credit			Describe the assignment here.

## Grading Formula

Grade	Range	Notes
A	585-650 points	
B	520-584 points	
C	455-519 points	
D	390-454 points	
F	0-389 points	

## \* Instructor's Practices and Procedures

### Incomplete Policy

Add Content Here

## Missed Assignments/Make-Up Policy

Add Content Here

## Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

## Attendance Procedures

Add Content Here

## Student Conduct

Add Content Here

## Instructor's Course-Specific Information

Add Content Here

## Devices

Add Content Here

## Faculty Statement about Student Success

Add Content Here

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## Social Justice Statement

Add Content Here

## Course Information and Schedule

ACNT 1382 is an elective course depending upon program or accounting courses. As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of accounting, modeling good teaching strategies, and organizing and monitoring the class experience that allows you to connect the information that you learn in this course to the real world of accounting.

It is your responsibility to read the **Cooperative Education and Internship Guidelines**. In addition, it is your responsibility to ensure all forms and reports are timely completed and submitted. Further, you are responsible for attending 1 hour lecture each week and performing 20 hours/week of on-the-job work, participate in classroom activities, and enjoy yourself while experiencing the real world of accounting.

As I believe that engaging the students in the learning process is essential for teaching to be effective, you will spend the majority of class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your learning activities and other sources.

### Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as an accountant. Students will be required to successfully complete the following homework and presentation project.

### Homework

Submit the required reports by the due dates **Course Calendar**. Also, prepare and present the course power point presentation. See "Presentation" discussed earlier.

### Course Schedule

ACNT 1382 Cooperative Education Accounting Technical-Course Calendar Fall 2021

#### WEEK 1 - August 27th **First Day of Class** *Cisco WebEx Virtual Class*

- Discuss **Cooperative Education and Internship Guidelines** and the course syllabus.
- Complete **Cooperative Education Student Application, Training Plan and Agreement in Career Hub**. All ELE forms will be completed using Career Hub. Therefore, no paper forms will be submitted to the instructor.

#### WEEK 2 - September 3rd *Cisco WebEx Virtual Class*

- Update **Student/Employee Weekly Work Report**.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**September 7, 2021 - Official day of Record (ODR)** *must attend one class on or before the ODR or you will be dropped.*

#### WEEK 3 - September 10th *Cisco WebEx Virtual Class*

- Update **Student/Employee Weekly Work Report**.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

#### WEEK 4 - September 17th *Cisco WebEx Virtual Class*

- Update **Student/Employee Weekly Work Report**.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

#### WEEK 5 - September 24th *face to face*

- Update **Student/Employee Weekly Work Report**.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.



**WEEK 6 - October 1st *Cisco WebEx Virtual Class***

- Update Student/Employee Weekly Work Report.
- Update first Evaluation Form during visitation or sooner.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 7 - October 8th *face to face***

- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**October 13th through 15th (Coop Visits-see Canvas Module 8)****WEEK 8 - October 15th *Cisco WebEx Virtual***

- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 9 - October 22nd *face to face***

- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 10 - October 29th *Cisco WebEx Virtual Class***

- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**October 30th *Last Day to Withdraw*****WEEK 11 - November 5th *face to face***

- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 12 - November 12th *Cisco WebEx Virtual Class***

- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 13 - November 19th *face to face***

- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 14 - November 26th NO CLASS - THANKSGIVING HOLIDAY**

- Update Student/Employee Weekly Work Report.
- Begin submitting Evaluation 2.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 15 - December 3rd *Cisco WebEx Virtual Class***

- Update Evaluation 2
- Update Student/Employee Weekly Work Report.
- Participate in learning activities: student presentations and instructor lecture on accounting related topics.

**WEEK 16-December 10th Cisco WebEx Virtual Classroom**

- Last chance to submit **Evaluation 2** and **Student/Employee Weekly Work Report (a)**.
- Finalize course requirements and ensure all forms are submitted to the Chair.

**December 12, 2021 Semester Ends**

- You will use Career Hub (Tracked Hours) to enter hours worked in the Student/Employee Work Report. You will earn 10 points each week for the 16 week semester for a total of 160 points if your weekly log is current and up-to-date. The week begins on Monday and ends on Sunday. You must enter your weekly hours in Career Hub no later than 12:00 pm, Monday. No points will be awarded for logs that are not current and up-to-date.
- The instructor is required to take attendance each class. You will earn 10 points for each class you attend for the 16 week semester for a total of 160 points. In the event of a holiday, you will automatically earn 10 points for that class day.


**HCC Policies and Information**
**HCC Grading System**

HCC uses the following standard grading system:

<b>Grade</b>	<b>Grade Interpretation</b>	<b>Grade Points</b>
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0

COM	Completed. Given in non-credit and continuing education courses.	0
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## Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>). In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>).

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>).

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

## Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>).

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

# Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

# Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>).

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Student Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](https://www.hccs.edu/resources-for/current-students/tutoring/) (<https://www.hccs.edu/resources-for/current-students/tutoring/>) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

### Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>  
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>).

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>).

### Student Basic Needs Application:

[https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)  
([https://hccs.co1.qualtrics.com/jfe/form/SV\\_25WyNx7NwMRz1FH](https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)).

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>).

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Course Calendar

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Additional Information

## Departmental/Program Information

### Information for Majors

The Accounting program administers curricula consisting of four (4) awards: (1) Accounting AAS (2) Accounting Certificate Level 1 (3) Accounting- Payroll Specialist - Certificate Level 1 and (4) Forensic Accounting & Fraud Examination - Enhanced Skills Certificate.

### Careers in the field

- The Accounting AAS award prepares students to become bookkeepers, accounting clerks, tax preparers, accounting assistants, assistant auditors, accounts payable clerks, accounts receivable clerks, billing coordinators, etc.
- The Accounting Certificate Level 1 award prepares students to become data entry clerks, bookkeepers, tax preparers, staff accountants, accounting clerks, inventory record keepers, payroll clerks.
- Accounting- Payroll Specialist - Certificate Level 1 award prepares students to become payroll coordinators, payroll specialists, and payroll managers.
- Forensic Accounting & Fraud Examination - Enhanced Skills Certificate prepares students to become forensic accountants, fraud accountants, and fraud examiners. HCC departmental student organizations

#### Accounting Student Organizations

- Financials, Auditing, Regulations and Business – Accounting Students' Association (FARB-ASA)

#### Scholarships

- Houston Chapter of CPAs
- AWSCPA
- Texas State Board of Public Accountancy – 5 year scholarship
- HCC Foundation

## Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair. Email [sylvia.simmons@hccs.edu](mailto:sylvia.simmons@hccs.edu) or call 713-718-7911