

ACC 275

SPECIAL PROJECTS IN ACCOUNTING

Course Outline

Orangeburg-Calhoun Technical College

Orangeburg, South Carolina

Developed By: Rebecca M Evans

Date: March 2004

Approved By:

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Program Coordinator

5-7-04
Date

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5.24.04
Date

SPECIAL PROJECTS IN ACCOUNTING
ACC 275

Credit Hours: 3.0
Lecture Hours: 2.0
Lab Hours: 3.0
Contact Hours: 5.0

Instructor's Name:
Instructor's Office Number:
Instructor's Telephone:
Instructor's E-Mail Address
Instructor's Office Hours:

COURSE DESCRIPTION: This course provides a learning experience that allows students to apply broad knowledge of the accounting profession through discipline specific projects involving the integration of individuals and teams performing activities to simulate workplace situations.

PREREQUISITES: ACC 150, ACC 201, ACC 230

WHY TAKE THIS COURSE? The ability to bridge the gap between theoretical classroom learning and real world experiences is essential to successful employment. This course allows students to relate their classroom learning to the workplace. In addition, this course gives students the opportunity to meld soft skills such as communication, problem solving, teamwork, as well as technology in accounting, in a seminar and work-based experience.

REQUIRED TEXTS:

- Business and Professional Ethics for Directors, Executives and Accountants, Current edition by Leonard Brooks, South Western/Thomson Publishing
- Team Dynamics by Debra J. Housel, South Western/Thomson Publishing Company
- Building Business Spreadsheets with Excel by Kathleen Adkins, South Western/Thomson Publishing Company

OTHER REQUIREMENT(S): Professional business attire is required for each class meeting and required activity. (See Course Policies attached)

ATTENDANCE POLICY: Students are expected to attend all class sessions. Record keeping for attendance purposes will begin with the first day the class meets. If a student must be absent, it is that student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence.

Students must not accumulate more absences than double the number of times a class meets per week. For example, if the class meets three times a week the student must not be absent more

than six (6) times during the semester. If excessive absences are taken, the student will be administratively withdrawn. Exenuating circumstances may be taken into consideration by the instructor.

Three tardies shall be considered an absence. If a student is more than ten (10) minutes tardy, he or she shall be considered absent. If a student leaves more than ten (10) minutes prior to class dismissal, he or she shall be considered absent.

Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through *The Student Code and Grievance Procedure for South Carolina Technical Colleges*.

Enrollment in a course at OC Tech obligates the student for prompt completion of all work assigned, for punctual attendance and for participation in whatever class discussion may occur. It is the student's responsibility to stay informed of all assignments made and stand tests and examinations, which are assigned by the instructor.

COURSE WITHDRAWAL POLICY: Students who attend classes after the published add/drop period and later decide to discontinue enrollment in any or all classes will be required to complete and submit the necessary paperwork to withdraw from courses at Orangeburg-Calhoun Technical College. It is the student's responsibility to complete all requirements for official withdrawal from classes. Failure to complete and submit required documentation to the Student Records Office will result in a failing grade of F in any or all courses.

CLASSROOM BEHAVIOR: Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

The class is designed for mature individuals and any -disruptive and nonproductive behavior will not be tolerated. Any student disrupting the class will be dismissed from class for the day, and the student will be counted as absent. The student will also be referred to the Dean of Students.

PAGERS AND/OR CELLULAR PHONES: Before entering the classroom, all electronic devices should be set on silent mode so that the class is not disturbed. Devices unequipped with silent mode should be turned off before entering the classroom.

ACADEMIC HONESTY: Academic dishonesty is considered a serious offense and may result in dismissal from the course. The use of another student's materials in completing tasks, projects, etc., is considered cheating. A grade of "0" will be assigned to anyone caught cheating on an exam.

GRADING SYSTEM: The final grade will be determined as follows:

*Completion of each of these components is a requirement of the course and must be successfully completed in order to earn at least a C in the course.

| Assignment | Points |
|--|---------------|
| Workshops, Seminars & Related Activities | 200 points |
| Professionalism and Class Participation | 200 points |
| Development of Accounting System and Related Ledgers | 200 points |
| Resume Development & Job Interview Activity | 200 points |
| Ethics Research & Case Presentations | 200 Points |
| Total Points | 1000 |

GRADING POLICY: The following scale will be used in determining final grades:

| | | |
|-----|----------|--------------------|
| A = | 90 -100 | (900 -1000 points) |
| B = | 80 - 89 | (800 - 899 points) |
| C = | 70 - 79 | (700 - 799 points) |
| D = | 60 - 69 | (600 - 699 points) |
| F = | Below 60 | (600 – 0 points) |

A grade of C or better is required for completion of this course. A D may be given to give the student the benefit of one quality point, but the course **MUST BE REPEATED** for graduation.

MISSED WORK: Homework, projects, and other assignments will not be accepted after the due date. All assignments are due at the beginning of the class period. Failure to turn in assignments on due date will result in a grade of "0" for that assignment.

ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN CLASSROOM.

CLASS SCHEDULE:

| | |
|--|--------------------|
| Orientation | 1 Week |
| Seminars & Workshops, Work Experiences and Related Activities Reporting/Evaluation | 14 Weeks 1 Week |

COURSE OBJECTIVES:

1. To bridge the gap between theoretical classroom learning and real world learning through work experience assignment(s).
2. To improve accounting management skills through team activities.
3. To allow students to meld soft skills through group activities and assignments.
4. To promote student development through workshops focusing in accounting topics and theory.
5. To develop a business accounting structure and related ledgers for a start – up company
6. To study ethical issues that accountants and business professionals face.
7. To prepare and present reports on accounting issues, trends and/or situations.

COURSE COMPETENCIES & MEASURABLE OUTCOMES

1. Demonstrate ability to produce professional results in an "office setting."
2. Develop a professional resume.
3. Write and criticize current events in accounting.
4. Show evidence of networking skills.
5. Demonstrate ability to work effectively in teams.
6. Demonstrate ability to think critically.
7. Demonstrate proper work etiquette.
8. Plan and implement a business plan and accounting framework for a start-up company.
9. Demonstrate understanding and importance of ethical issues in the accounting environment.
10. Complete internship or job shadowing project.
11. Analyze software for business use.
12. Demonstrate understanding of business professional and business casual dress.
13. Schedule an interview for an entry level accounting position.
14. Demonstrate ability to present Financial Statements and related reports with the use of current technology.
15. Register with the College Job Placement Office.
16. Demonstrate good interpersonal skills.
17. Demonstrate proper time management.
18. Demonstrate ability to efficiently and effectively conduct research.
19. Demonstrate good communication skills.

Course Policies

This Senior Capstone Course will utilize actual workplace experiences to integrate your accounting knowledge and skills with real-world learning. Proper work ethics and appearance will be a requirement. For successful completion of this course, students are expected to do the following:

1. Attend and participate in all class sessions.
2. Dress properly for each class meeting. Students who are not dressed properly will be required to change before coming to class. Each day students will be required to dress either (1) Business Conservative, (2) Business Professional or (3) Business Casual. The following are guidelines. This topic will be discussed in detail at the beginning of the semester.

Ladies

- Business Conservative - Dark business (skirt) suit, blouse, top, hose, conservative dark shoes (closed toe and heel) in good repair
- Business Professional- Business (skirt or pant) suit, blouse, top, and hose
- Business Casual- Business separates khakis, flat shoes, trouser socks or hose.
- No jeans, denim fabrics, wind suits, sweat pants, sandals or slides of any kind, visible tattoos or body piercing (nose rings, tongue rings, etc.) or excessive jewelry (e.g., no more than one ring on each hand and one earring in each ear)

Men

- Business Conservative - Dark business suit, white or light-colored shirt, tie, socks, conservative dark shoes in good repair
- Business Professional - Suit, shirt, tie, socks
- Business Casual- dress slacks, khakis, crew-neck or turtleneck sweaters, loafers, a blazer or sport coat is optional
- No jeans, wind suits, sweat pants, sandals, visible tattoos or body piercing (earrings, nose rings, tongue rings, etc.) or excessive jewelry (for example: no necklaces and no more than one ring on each hand)
- Neat haircut, no head gear

3. Arrive for class on time and prepared to work.
4. Participate positively in any discussions and/or activities.
5. To submit assignments in a professional way (typed, neat, grammatically correct, properly bound, etc.)
6. To exhibit honesty and integrity (no cheating or plagiarism).
7. Roll will be recorded based on daily time sheet entries and/or Professional Development sign in sheets. It is the student's responsibility to sign in and out properly on the timesheet.

Workshops and Seminars

- ❖ Accounting Software
- ❖ Accounting Structures and Controls
- ❖ Accounting Record Development
- ❖ Communication Skills
- ❖ Conflict Resolution
- ❖ Critical Thinking
- ❖ Cultural Diversity in the Workplace
- ❖ Excel Skills in Accounting
- ❖ Job-Hunting Skills
- ❖ Presentation Skills
- ❖ Professional Dressing
- ❖ PowerPoint Skills
- ❖ Professional Ethics
- ❖ Report Writing
- ❖ Resume & Cover Letters
- ❖ Team Work
- ❖ Technology in Accounting
- ❖ Time Management
- ❖ Work Etiquette