

Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a regular basis for any updates.

Department : Office Systems Technology

Course Title : Practicum - Accounting Technician

Section Name : ACNT 2369

Start Date : 08/27/2012

End Date : 12/13/2012

Modality : FACE-TO-FACE

Credits : 3

Instructor Information

Name : Wende Ramos

OC Email : wramos@odessa.edu

OC Phone # : 432.335.6488

Office Hours for Fall

Monday	8-8:30 a.m.
	10 a.m. -12:30 p.m.
	5-5: 30 p.m.
Tuesday	11 a.m. – 12:30 p.m.
Wednesday	8-8:30 a.m.
	10 a.m. -12:30 p.m.
	5-5:30 p.m.
Thursday	11 a.m. – 12:30 p.m.
Friday	by Appointment

Arrangements may be made for additional hours as needed; contact me at 432.335.6488 or email at wramos@odessa.edu .

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisites/Corequisites

Sophomore standing and consent of the department chair.

ICOs

1,2,3,4,6

Course Objectives

1. *Create documents following directions in manuals.
2. Demonstrate use of correct language art skills, grammar, and punctuation.
3. Format/Transcribe documents.
4. *Proofread documents.
5. *Verify calculations made by others.
6. Distribute documents.
7. *Use and store reference and other materials.
8. Project positive attitude.
9. Interact with others professionally.
10. Follow protocol.
11. Maintain confidentiality.
12. Meet the needs of clients/customers.
13. Work within the organization to meet the demands of supervisors and others-workers.
14. *Use persuasive and expository communication techniques to demonstrate leadership skills.
15. *Negotiate with supervisor and supervising faculty member on goals to be accomplished during the cooperative experience.
16. Work effectively with clients/customers and co-workers who are of a different gender, age, religious, socioeconomic.
17. Work as a member of the corporate organizational team.
18. Monitor and correct performance when counseled by the supervising employer or supervising faculty member.
19. Suggest improvements to existing systems during the evaluation phases of the cooperative experience.
20. *Use critical thinking skills in dealing with clients/customers.
21. Make timely decisions under minimal supervision.
22. *Solve problems posed by client/customers and co-workers.
23. Dress appropriately/professionally.

24. Demonstrate appropriate business etiquette.
25. Demonstrate initiative.
26. Demonstrate dependability.
27. Demonstrate punctuality by coming to work on time.
28. Adapt to change.
29. Demonstrate/accept responsibility.
30. Come to work every day that is scheduled.
31. Demonstrate pride in work accomplishments.
32. Work cooperatively with clients/customers and co-workers.
33. Express a pleasant personality when dealing with clients/customer and co-workers.
34. Maintain emotional self-control.
35. Demonstrate honesty and integrity when dealing with clients/customers and co-workers.
36. *Perform decision-making activities.
37. Prepare and deliver oral presentations.
38. Gather information.
39. *Examine career opportunities.
40. *Identify employment sources, both traditional and not.
41. Investigate interview procedures.
42. *Design a resume.
43. *Create and process job application forms.
44. Demonstrate interviewing skills.

*INDICATES INTEGRATED, CORECURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

None

Course Requirements (Lectures, Assignments and Assessments)

ASSIGNMENT	DUE DATE	352 Hours Needed
Training Station Agreement	September 7	
Timesheet-August	September 7	
Timesheet-September	October 5	
Timesheet-October	November 9	
Timesheet-November	December 7	

Timesheet-December	December 7	
Supervisor Performance Evaluation	December 7	
Luncheon/ bring your boss Students attendance is required to pass the course. **We will all try to sit together****	Odessa College Saulsbury Room Room 130 November 28, Wednesday 11:30-1pm	

Grading Policy

GRADING SCALES	GRADING PERCENTAGES
A = 90-100	Contract 10%
B = 89-80	Timesheets 40%
C = 79-70	Employer Evaluation 30%
D = 69-60	Instructor Evaluation 10%
F = Below 59	Attendance at Luncheon 10%

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal

Please access your [Odessa College Student E-mail](http://www.odessa.edu/gmail/), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
 - getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don’t understand; and,
 - access my course several times during the week to keep up with assignments and announcements.

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432.335.6486 or nstewart@odessa.edu.**

