ACCT 2105 - Accounting Internship II (version 201003L)

Course Title	Course Development	Learning Support
Accounting Internship II	Standard	No

Course Description

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

Pre-requisites

All non-elective courses required for program completion.

Co-requisites

Co-requisites: None

Course Length

	Minutes	Contact Hour	Semester Credit	WLU
Lecture:	0	0		
Lab 2:	0	0		
Lab 3:	18000	360		
Total:	18000	360	8	
Semester Credit Hours:			8	360
Breakout Detail of Lab 3				
Practicum/Internship	18000	360		
Clinical	0	0		

Competencies & Outcomes

Order	Description	Lecture	Lab 2	Lab 3	Total Min	Credit Hrs	Pract Intern	Clinical
1	**Appropriate Work Habits**	0	0	3600	3600	2	3600	0

Order	Description	Learning Domain	Level of Learning
1	Develop appropriate work habits.	Cognitive	Synthesis
2	Demonstrate punctual habits.	Psychomotor	Guided Response
3	Control emotions.	Cognitive	Application
4	Demonstrate honesty.	Psychomotor	Guided Response
5	Demonstrate pride and loyalty.	Psychomotor	Guided Response
6	Demonstrate the ability to handle pressure and tension.	Psychomotor	Guided Response
7	Understand safety ad health rules.	Cognitive	Comprehension

8	Use equipment correctly.	Psychomotor	Mechanism
9	Maintain a clean and orderly work area.	Affective	Receiving
10	Demonstrate personal hygiene and cleanliness.	Psychomotor	Guided Response
11	Report unsafe and broken equipment.	Cognitive	Application

2	**Acceptable Job Performance**	0	0	3600	3600	2	3600	0

Order	Description	Learning Domain	Level of Learning
1	Focus on acceptable job performance.	Cognitive	Analysis
2	Perform assignments in accurate and timely manner.	Psychomotor	Guided Response
3	Demonstrate responsibility for decisions and actions.	Psychomotor	Guided Response
4	Use problem solving skills.	Psychomotor	Mechanism
5	Relate knowledge of daily and monthly duties required on the job.	Cognitive	Analysis

3	**Accounting Knowledge and Skills**	0	0	3600	3600	2	3600	0

Order	Description	Learning Domain	Level of Learning
1	Apply accounting knowledge and skills.	Psychomotor	Mechanism
2	Record entries in appropriate ledgers.	Cognitive	Knowledge
3	Prepare appropriate daily, weekly, and monthly accounting reports.	Cognitive	Application
4	Perform duties using the typewriter, calculator and/or the microcomputer.	Psychomotor	Guided Response

4	**Interpersonal Relations**	0	0	3600	3600	2	3600	0

Order	Description	Learning Domain	Level of Learning
1	Evaluate interpersonal relations.	Cognitive	Evaluation
2	Demonstrate a respectful, supportive, and empathetic attitude toward others.	Psychomotor	Guided Response
3	Initiate procedures and assistance for others when necessary.	Cognitive	Synthesis
4	Generate appropriate job-oriented questions.	Cognitive	Synthesis
5	Interpret written communication.	Cognitive	Evaluation
6	Use job-related terminology in communication.	Cognitive	Application
7	Prepare legible written communications.	Cognitive	Application
8	Follow directions.	Affective	Valuing
9	Locate information in order to complete task.	Cognitive	Comprehension

| 5 | **Productivity** | 0 | 0 | 3600 | 3600 | 2 | 3600 | 0 |

Order	Description	Learning Domain	Level of Learning
1	Motivate progressive productivity.	Affective	Characterization
2	Perform assignments in an increasing level of difficulty.	Affective	Receiving
3	Demonstrate confidentiality.	Psychomotor	Guided Response
4	Initiate self-motivation and positive behavior.	Cognitive	Synthesis
5	Display flexibility and adaptability while coping with the rapidly changing office in the business world.	Affective	Responding
6	Interact in company orientation and meetings.	Affective	Responding
7	Adapt appearance in compliance with company standards.	Psychomotor	Origination
8	Demonstrate a willingness to learn.	Psychomotor	Guided Response
9	Demonstrate professional interaction with peers, clients, staff, and instructors.	Psychomotor	Guided Response
10	Demonstrate appropriate telephone etiquette	Psychomotor	Guided Response

		Lecture	Lab 2	Lab 3	Total Min	Cred Hrs	Pract Intern	Clinical
Competency Totals:		0	0	18000	18000	8	18000	0