**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: ACCT 1625

Course Title: Technical Accounting Capstone

Credit Hours: 1 - 3

Prerequisite: ACCT 1614 - Accounting I and ACCT 1616 - Accounting II with a “C” or better

Division/Discipline: Career and Technical Education/Business Technology

Course Description: This capstone course will review the accounting cycle and require the student to apply all previously learned concepts in accounting, payroll and the use of the computer as it relates to accounting. It will also emphasize strategies for seeking, obtaining and retaining employment including attitudes, work ethics, teamwork, client service skills, resumes and job interviewing skills.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu).

1. **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is designed for students who wish to prepare for the technical accounting workforce. Students will demonstrate their mastery of accounting knowledge through completion of practice sets in addition to professional and personal attributes that contribute to their area of study. Students completing the Technical Accounting Specialist program receive an Associate in Applied Science Degree. This program is not designed for transfer but the course may be accepted as an elective at some institutions.

Please see instructor for specific information related to transferability. The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

## ASSESSMENT OF STUDENT LEARNING

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

1. Apply accounting principles to complete day-to-day accounting functions.
   1. Complete the accounting cycle practice sets.
   2. Analyze the record transactions from source documents.
   3. Adjust accounts and prepare financial statements.
   4. Prepare a worksheet.
   5. Prepare and record closing entries.
   6. Prepare post-closing trial balance.
2. Describe the relationship between work ethics/practices and employment retention.
   1. Explain the need to be punctual and to provide advance notification of planned absences.
   2. Explain the need to exercise professional judgment when absent from work.
   3. Describe the traits of dependability, respect, reliability, and initiative as they relate to workplace ethics.
   4. Describe appropriate workplace dress, grooming, hygiene, and etiquette.
   5. Explain the roles self-confidence and attitude play in the workplace.
   6. Summarize basic employee responsibilities related to workplace safety, conservation, and neatness.
   7. Explain the reasons for following directions and workplace procedures.
   8. Differentiate between appropriate and inappropriate nonverbal and oral communication skills.
   9. Differentiate between appropriate and inappropriate workplace relationships between supervisors and co-workers.
   10. Explain the need to follow designated chain of command.
   11. Identify areas of strength and weakness in personal leadership skills.
   12. Describe positive approaches for handling criticism, conflicts and complaints appropriately.
   13. Explain the value of cultural and racial diversity in the workplace.
   14. Identify common harassment issues and resources available for handling them.
3. Develop and apply interview and presentation skills to facilitate professional communication.
   1. Compile personal data summary.
   2. Develop personal and professional goals.
   3. Compile professional references list.
   4. Compile educational and work history summary.
   5. Identify job-specific work skills.
   6. Determine effective interviewing listening skills.
   7. Identify frequently asked interview questions.
   8. Prepare frequently asked interview question and answers.
   9. Prepare applicant-asked interview questions.
   10. Prepare follow-up phone call interview outline.
   11. Identify effective nonverbal communication skills.
   12. Conduct a minimum of two practice interviews.
   13. Evaluate practice interview performance.
   14. Complete two job application forms correctly and completely.
   15. Compose an effective resume.
   16. Identify resume weaknesses.
   17. Demonstrate effective job application interview skills in a mock-interview setting.
   18. Write an appropriate letter of application (cover-letter).
   19. Schedule one interview with a prospective employer.
   20. Compose an appropriate follow-up note.
   21. Develop a professional letter of resignation.
   22. Participate in an application and interview procedure to prepare for the workforce.
4. Apply effective teamwork practices in group work situations.
   1. Practice interpersonal skills by working in teams and completing one in-class presentation.
   2. Assist other team members with project needs.
   3. Incorporate other team member’s ideas into projects.
   4. Participate effectively in team projects.
   5. Evaluate other team member’s ideas.
   6. Participate in group discussions by posing relevant questions and offering appropriate responses.
   7. Relate to team members and their ideas with respect, encouragement, and support.
5. Define, develop and apply a code of ethics to various issues confronted by businesses using recognized industry standards.
   1. Explain how ethics enters into the decision-making process of professionals using guidelines from the American Institute of Certified Public Accountants (AICPA).
   2. Utilize the characteristics embodied in actions that are deemed ethical actions (AICPA).
   3. Utilize the characteristics of ethical decision-making to determine whether business actions are ethical or unethical (AICPA).
   4. Describe the factors that define what is considered ethical business behavior by the National Business Education Association (NBEA).
6. **INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS**
7. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

1. **REFERENCES**

1. **METHODS OF INSTRUCTION AND EVALUATION**

1. **ATTENDANCE REQUIREMENTS**

1. **COURSE OUTLINE**